



<https://jobs.govhelp.in/job/vi-recruitment-2023-jobs-administrative-analyst-post/>

## VI Recruitment 2023 – Jobs – Administrative Analyst Post

### Job Location

India  
Remote work from: IND

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### Base Salary

Rs. 15,300 - Rs. 22,600

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

## VI Recruitment 2023

VI Administrative Analysts are responsible for providing administrative support to VI's business units and departments. They work with a variety of stakeholders, including executives, managers, and employees, to develop and implement administrative systems and procedures.

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### VI Careers

#### Responsibilities:

- Develop and implement administrative systems and procedures
- Manage administrative projects and budgets
- Provide administrative support to VI's business units and departments
- Coordinate with internal and external stakeholders
- Prepare and present reports
- Maintain and update administrative records
- Troubleshoot and resolve administrative problems
- Identify and mitigate risks
- Stay up-to-date on administrative best practices

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### VI Jobs Near Me

### Hiring organization

VI

### Date posted

November 18, 2023

### Valid through

31.03.2024

APPLY NOW

**Skills:**

- Excellent analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Ability to work under pressure and meet deadlines

**Important Links** Proficiency in Microsoft Office Suite

**Find the Link in [Apply Now](#) Button**

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