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Allahabad UP Gramin Bank Careers – 2+ Years Experience Required – Administrative Analyst Post

Hiring organization
Allahabad UP Gramin Bank

Job Location

India
Remote work from: India

Date posted
April 6, 2023

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Valid through
31.12.2025

Base Salary

Rs. 17,000 - Rs. 27,000

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Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Allahabad UP Gramin Bank Recruitment 2023

The Administrative Analyst will provide operational and analytical support to the Deputy Director of Administration and the Office of Administration.

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Allahabad UP Gramin Bank Jobs For Freshers

This position is responsible for a broad range of administrative and analytical duties such as preparing budgetary and other reports, maintaining files, preparing correspondence, and providing analytical support to programs within the Office of Administration.

Allahabad UP Gramin Bank Careers

Responsibilities:

- Develop and maintain spreadsheets and databases, as well as tracking and compiling information
- Analyze data and generate reports
- Maintain program files and records
- Prepare letters, memos, and other correspondence
- Answer phones and greet visitors
- Provide general administrative support to the office

Qualifications:

- Bachelor's degree or equivalent experience
- At least two years of experience in an administrative or analytical role
- Strong computer skills, including experience with Microsoft Office products
- Familiarity with database software and spreadsheet software

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