



<https://jobquest.jobsleworld.com/job/amazon-recruitment-2023-work-from-home-administrator-post/>

## Amazon Recruitment 2023 – Work From Home – Administrator post

**Hiring organization**  
Amazon

### Job Location

India  
Remote work from: India

**Date posted**  
February 18, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 15,000 - Rs. 20,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time, Work From Home

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### Description

## Amazon Recruitment 2023

The role of Administrators within the company is to provide first line support to all employees with an aim to maintain a smooth and efficient workplace.

### Work From Home Jobs

They will be responsible for the general upkeep of the office environment and providing support to staff with IT and other administrative issues.

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### Jobs Near Me

### Responsibilities:

- First line support to employees with IT and administrative issues
- General upkeep of office environment
- Coordinating office moves and refurbishments
- Coordinating office equipment purchases
- Assisting with HR processes, including onboarding and issuing contracts
- Maintaining office filing system

## Jobs For Freshers

### Qualifications:

- Prior experience in a support or administration role
- Excellent IT skills, including experience of Microsoft Office Suite
- Strong organisational skills and attention to detail
- Good communication and problem solving skills

Important Links

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

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