



<https://jobquest.jobsworld.com/job/asian-paints-jobs-2023-jobs-near-me-coordinator-post/>

Asian Paints Jobs 2023 - Jobs Near Me - Coordinator Post

Hiring organization
Asian Paints

Job Location

India
Remote work from: India

Date posted
March 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 17,000 - Rs. 25,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Asian Paints Jobs in India

The Coordinator is responsible for providing support to the Directors in the execution of their functions. The Coordinator will also be responsible for some project management duties.

Work From Home Jobs

This includes coordinating and preparing materials for meetings, developing and tracking timelines, and maintaining communication between teams.

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Jobs Near Me

Responsibilities:

- Coordinate with team members to prepare for and manage meetings
- Maintain timelines and track progress of projects
- Coordinate work between different teams
- Develop and track reports

Requirements:

- Strong organizational skills
- Ability to manage multiple tasks simultaneously
- Excellent communication skills
- Familiarity with Microsoft Office

Important Links

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

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