Bharti Airtel Recruitment 2023 – Work From Home – Program Administrator Posts

Job Location
India
Remote work from: India

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Base Salary
Rs. 12,000 - Rs. 20,000

Qualifications
12th, Graduate

Employment Type
Full-time

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Hiring organization
Bharti Airtel

Date posted
April 8, 2023

Valid through
30.09.2025

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Description

Bharti Airtel Jobs in India

The Program Administrator is responsible for the day-to-day administrative and operational support of a specific program.

Jobs For Freshers

This may include providing general program support to participants, coordinating and tracking program activities, maintaining program records, and providing clerical and administrative support to the program leadership.

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Work From Home Jobs

Responsibilities:-
• General program support to participants (including coordination of meetings, provision of resources and materials, tracking of progress, respond to inquiries)
• Coordinating and tracking program activities
• Maintaining program records
• Providing clerical and administrative support to the program leadership

Qualifications:-
• High school diploma or equivalent
• At least 2 years of relevant experience supporting a program or related activities
• Demonstrated experience providing excellent customer service

- Strong organizational skills and attention to detail
- Ability to work independently and take initiative
- Proficient in Microsoft Office

Important Links

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

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