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Blue Dart Express Recruitment 2023 – 2+Years Experience Required – Administrative Analyst Post

Hiring organization
Blue Dart Express

Job Location

India
Remote work from: India

Date posted
March 24, 2023

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Valid through
30.09.2025

Base Salary

Rs. 17,000 - Rs. 24,000

APPLY NOW

Qualifications

8th, 10th, 12th, Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Blue Dart Express Recruitment 2023

The Administrative Analyst is responsible for providing administrative and technical support in the coordination and operation of department programs and services.

Blue Dart Express Work From Home Jobs

The incumbent will be responsible for a variety of complex, specialized and confidential clerical and technical support duties in the areas of budgeting, personnel, procurement, contracts, and information systems.

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Blue Dart Express Jobs For Freshers

The ideal candidate will have:

- a Bachelor's degree in a relevant area such as Business Administration, Public Administration or related field; or an equivalent combination of education and experience
- at least two years of experience providing administrative support in a public sector environment, preferably in a contracting or purchasing environment

- experience with budgeting and financial management systems; experience with PeopleSoft or similar software is an asset
- superior written and oral communication skills, including the ability to draft clear and concise correspondence, reports and proposals
- excellent organizational skills and the ability to effectively manage multiple concurrent tasks and priorities

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