

Boroline Recruitment 2023 – Job Freshers – Administrative Analyst posts

Hiring organization
Boroline

Job Location

India
Remote work from: India

Date posted
February 20, 2023

Valid through
31.12.2025

Base Salary

Rs. 13,000 - Rs. 16,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Boroline Careers

The Administrative Analyst will support the work of the unit by providing analytical and technical assistance in the development and implementation of program plans, policies, procedures, and systems.

Boroline Apply Online

(adsbygoogle = window.adsbygoogle || []).push({});

Boroline Jobs For Freshers

Responsibilities:

- Assist management in the development of program plans, policies, procedures, and systems
- Collect, analyze, and summarize data for management review
- Assist in the preparation of budget and financial reports
- Coordinate and prepare responses to requests for information from government agencies and the public
- Review and evaluate proposals and recommend approval or disapproval

Qualifications:

- Bachelor's degree in business administration, public administration, or a related

field

Three years of experience in administrative or analytical work

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```