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Google Recruitment 2023 – 2+Years Experience Required – Administrative Analyst Posts

Hiring organization
Google

Job Location

India
Remote work from: India

Date posted
March 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 18,000 - Rs. 27,000

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Qualifications

10th, 12th, Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Google Recruitment 2023

The Administrative Analyst will provide technical and administrative support to a team or work group. This position is responsible for coordinating and managing the administrative aspects of the workgroup's operations, projects, and activities.

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The Administrative Analyst may also be responsible for developing and managing information systems and/or processes to support the workgroup's operations.

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Responsibilities:

- Coordinating and managing the administrative aspects of the workgroup's operations, projects, and activities.
- Developing and managing information systems and/or processes to support the

workgroup's operations.

Providing technical and administrative support to team or work group

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