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Hotstar Recruitment 2023 - Freshers Jobs - Administrative Analyst Post

Hiring organization
Hotstar

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate,

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Hotstar Recruitment 2023

Job Title: Administrative Analyst

Department: Administration

Reports To: Admin Manager

Summary:

The Administrative Analyst is responsible for providing administrative support to the Hotstar team. This includes tasks such as data entry, filing, and scheduling. The Administrative Analyst will also work with other departments to ensure that the company's administrative processes are efficient and effective.

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Hotstar Jobs For Freshers

Responsibilities:

- Enter data into the company's database.
- File and maintain company records.
- Schedule appointments and meetings.
- Answer phones and provide customer service.
- Work with other departments to streamline administrative processes.
- Other duties as assigned.

Skills:

- Proficient in Microsoft Office Suite.
- Excellent organizational skills.
- Attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.

Qualifications:

- Bachelor's degree in Business Administration, Administrative Science, or a related field.

Important Links Years of experience in a back office or administrative role is preferred.

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

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