Infosys Recruitment 2023 – Job Near Me – Administrative Analyst posts

Job Location
India
Remote work from: India

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Base Salary
Rs. 18,000 - Rs. 27,000

Qualifications
10th, 12th, Graduate

Employment Type
Full-time

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Hiring organization
Infosys

Date posted
February 18, 2023

Valid through
31.12.2025

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Description

Infosys Recruitment 2023

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

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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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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

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