



<https://jobquest.jobsleworld.com/job/itc-careers-work-from-home-itc-jobs-administrator/>

Administrator

Job Location

IN
Remote work from: IN

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

Base Salary

Rs. 12,100 - Rs. 25,500

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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

Description

ITC Careers – Work From Home Jobs – Administrator

Company: ITC

Position: Administrator

Location: Remote

ITC Careers – Apply Online

Details

Information

Selection Process

Qualification

Skills

Eligibility Criteria

Salary

Experience

Apply Method

Application Medium

Last Date to Apply

Working Hours

Details

Online Interview, Written Test, Practical Test

10th Pass, 12th Pass, Graduates, Post Graduates

Administration, Communication, Time Management, IT Skills

Minimum Age: 18 years

INR 20,000-25,000 Per Month

Both Freshers and Experienced candidates can Apply

Online Application

Apply through Official Site

As soon as possible

9:30 AM – 6:30 PM

Hiring organization

ITC

Date posted

January 4, 2025

Valid through

30.09.2025

APPLY NOW

ITC is looking for an Administrator to join our team. This is a work-from-home position. If you are organized and have good communication skills, we would love to have you on our team. The Administrator will play a key role in maintaining smooth operations.

Responsibilities:

- Manage and organize office tasks.
- Handle emails and respond to inquiries.
- Coordinate with other team members.
- Schedule meetings and appointments.
- Ensure smooth daily operations.
- Maintain files and records.
- Prepare reports as needed.
- Assist with project management tasks.
- Work with clients to solve issues.
- Perform any other administrative tasks as assigned.

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

- Strong communication skills.
- Good time management.
- Knowledge of office software (MS Word, Excel).
- Attention to detail.
- Ability to work independently.
- Problem-solving skills.
- Good organizational skills.
- Team player.

Qualifications:

- High school diploma or equivalent (10th/12th pass).
- Degree in administration or related field is a plus.
- Prior administrative experience is preferred but not required.

Experience:

- Freshers are welcome to apply.
- Previous experience in admin roles is a plus but not necessary.

Keywords:

- Jobs Hiring Near Me
- Remote Jobs
- Work from Home Jobs
- Part-Time Jobs Near Me
- Government Jobs (if applicable)
- Sarkari Jobs (if applicable)
- Jobs
- Free Job Alert
- Fast Job

Important Links

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

[Indians "Apply Now Online! – Work From Home Jobs – 2+ Exp. and Fresher Required"](#)

[Indians Apply for Workers, Work From Home, Official, and Admin Posts](#)

If you are Indian Apply to our Renowned Client Vacancies for [2+ Year Experience](#) Candidates, [Freshers](#) are also Allowed. You must Fill in all the Details and [Upload C.V/Resume](#) to get Selected Quickly. [Click Here to Apply](#)

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