

Lenskart Recruitment 2023 – 2+ Years Experienced Required – Administrative Analyst Post

Hiring organization

Lenskart

Job Location

India

Remote work possible

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Base Salary

Rs. 30,000 - Rs. 50,500

Date posted

June 22, 2023

Valid through

31.12.2025

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experienced Required

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Description

Lenskart Recruitment 2023

Job Title: Administrative Analyst

Department: Administration

Reports To: Manager, Administration

Summary:

The Administrative Analyst is responsible for providing administrative and support services to the Lenskart team. This includes managing the team's day-to-day operations, ensuring compliance with company policies and procedures, and providing strategic support to the Manager, Administration. The Administrative Analyst also performs other duties as assigned.

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Jobs For Freshers

Responsibilities:

- Manage the day-to-day operations of the Administration team.
- Ensure compliance with company policies and procedures.
- Provide strategic support to the Manager, Administration.
- Oversee the development and implementation of new administrative initiatives.

- Represent the Administration team at meetings and events.
- Other duties as assigned.

Skills:

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

Qualifications:

- Bachelor's degree in Business Administration, Administration, or a related field.
- 2+ years of experience in an administrative role.

Important Links Experience in the retail or eyewear industry is a plus. **Find the Link in [Apply Now](#) Button**

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