



<https://jobquest.jobsworld.com/job/meesho-careers-2023-jobs-near-me-administrator-post/>

## Meesho Careers 2023 - Jobs Near Me -Administrator Post

**Hiring organization**  
Meesho

### Job Location

India  
Remote work possible

**Date posted**  
June 21, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 9,000 - Rs. 14,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Meesho Jobs in India

### Administrator

#### Job Description

Meesho is looking for an Administrator to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and interpersonal skills. The Administrator will be responsible for a variety of administrative tasks, including:

#### Responsibilities:

- Manage the company's calendar and schedule appointments.
- Handle incoming and outgoing mail and correspondence.
- Prepare and maintain reports.
- Organize and maintain files and records.
- Provide administrative support to other departments.

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#### Skills

- Excellent organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite.

- Ability to work independently and as part of a team.

### Qualifications

- Bachelor's degree in business administration or a related field.
- 1-2 years of experience in an administrative role.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite.

### Important Links

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

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