



<https://jobquest.jobsworld.com/job/meesho-recruitment-2023-2-years-experience-required-administrator-post/>

Meesho Recruitment 2023 – 2+ Years Experience Required – Administrator Post

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted
April 3, 2023

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

Valid through
31.12.2025

Base Salary

Rs. 17,000 - Rs. 24,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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

Description

Meesho Recruitment 2023

The administrator is responsible for the co-ordination and smooth running of all college business and the maintenance of good working relationships with a variety of people both within and outside the organisation.

Jobs For Freshers

The Administrator post is a responsible for overseeing the daily operations of the company and providing support to employees. This individual ensures that the company's systems are running smoothly and efficiently, while also providing administrative and clerical support to employees.

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

Meesho Work From Home Jobs

Duties and responsibilities:

- * To manage the college's finances, including budgeting, procurement and accounts
- * To oversee the provision of teaching and learning facilities, equipment and resources

- * To manage the human resources of the college, including staffing, recruitment and training
- * To ensure that the college complies with all relevant legislation and statutes
- * To develop positive relationships with stakeholders, including parents, students, staff and the wider community

The administrator should have:

- * Expertise in financial management and human resources
- * Good communication and interpersonal skills
- * The ability to work autonomously and to take initiative

Important Links

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

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

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