

## More Recruitment 2023 - Jobs Near Me - Administrator Post

### Hiring organization

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### Job Location

Chaukhamba, 221001, Varanasi, Uttar Pradesh, India

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### Base Salary

Rs. 15,000 - Rs. 30,000

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## More Jobs in India

### Administrator

#### Job Description

More is looking for an Administrator to join our team in Chaukhamba, Uttar Pradesh. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and interpersonal skills. The Administrator will be responsible for providing administrative support to the company's management team, including:

- Managing the management team's calendars and scheduling appointments.
- Handling correspondence and preparing presentations.
- Organizing travel and arranging accommodations.
- Providing general administrative support.

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#### Responsibilities

- Manage the management team's calendars and schedule appointments.
- Handle correspondence and prepare presentations.
- Organize travel and arrange accommodations.
- Provide general administrative support.
- Other duties as assigned.

### Date posted

June 21, 2023

### Valid through

30.09.2025

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## Skills

- Excellent organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

## Qualifications

- Bachelor's degree in business administration, secretarial science, or a related field.
- 1-2 years of experience as an administrator or a related role.
- Excellent organizational and time management skills.
- Excellent written and verbal communication skills.

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

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