

Myntra Careers 2023 – +2Years Experience Required – Administrator Post

Hiring organization
Myntra

Job Location

India
Remote work from: India

Date posted
March 25, 2023

Valid through
30.09.2025

Base Salary

Rs. 15,000 - Rs. 18,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

+2Years Experience Required

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Description

Myntra Jobs in India

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.

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Myntra Careers

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

Myntra Jobs Near Me

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.

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