

State Bank of India Recruitment 2023 – Jobs For Freshers – Administrative Analyst

Hiring organization
State Bank of India

Job Location

India
Remote work from: India

Date posted
April 19, 2023

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Valid through
31.12.2025

Base Salary

Rs. 19,000 - Rs. 29,000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

State Bank of India Jobs in India

The Administrative Analyst is responsible for providing a wide range of administrative and analytical support to an office or group. This position offers the opportunity to work in a fast-paced environment with a team of highly engaged and supportive co-workers.

State Bank of India Jobs Near Me

The successful candidate will have a proven track record in providing exceptional customer service, working independently, and handling multiple tasks simultaneously.

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State Bank of India Jobs For Freshers

Responsibilities:

- Provides administrative support for an office or group, including answering phones, greeting clients and scheduling appointments
- coordinating meetings and maintaining calendars
- Composes and prepares correspondence, memos, reports, proposals and other documents
- Generates and compiles data for reports
- Conducts research and prepares presentations

Qualifications:

- Proven track record in providing exceptional customer service
- Demonstrated experience working independently and handling multiple tasks simultaneously

- Strong command of grammar and punctuation
- Excellent written and oral communication skills
- Highly proficient in Microsoft Office Suite

Important Links

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

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