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Administrative Analyst – Fast Job Search – Accenture Careers

Hiring organization

Accenture

Job Location

India

Remote work from: IND

Date posted

February 2, 2024

Valid through

31.08.2024

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Base Salary

USD 19 - USD 30

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Administrative Analyst

We are seeking a driven and detail-oriented Administrative Analyst to join our dynamic team. In this role, you will play a crucial part in supporting our operations by providing efficient and accurate administrative support. You will be responsible for a variety of tasks, including data management, document preparation, scheduling, and communication.

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Responsibilities:

- **Managing administrative tasks:** Organize and maintain schedules, appointments, and travel arrangements for the team. Process invoices, expenses, and other financial documents. Prepare presentations, reports, and other documents with accuracy and attention to detail.
- **Coordinating communication:** Act as a point of contact for the team, handling inquiries and requests promptly and efficiently. Facilitate communication between team members and external stakeholders.
- **Supporting projects:** Assist with project management tasks, including data entry, document creation, and meeting organization. Proactively identify and address potential roadblocks to ensure project success.

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Skills:

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team
- Detail-oriented and quality-focused

Tags:

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