



<https://jobable.govhelp.in/job/administrative-manager-all-job-for-you-job-vacancy-in-byjus/>

## Administrative Manager – All Job For You – Job Vacancy in Byjus

**Hiring organization**  
Byjus

### Job Location

India  
Remote work from: IND

**Date posted**  
January 29, 2024

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**Valid through**  
31.08.2024

**Base Salary**  
USD 11 - USD 20

APPLY NOW

**Qualifications**  
Graduate, 12th

**Employment Type**  
Full-time

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### Description

## Administrative Manager

We're seeking an organized and results-oriented Administrative Manager to join our dynamic team. You'll play a crucial role in ensuring the smooth operations of our office, providing efficient support to various departments, and contributing to a positive work environment.

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### Byjus Careers

#### Responsibilities:

- Oversee day-to-day office operations, including procurement, inventory management, and space optimization.
- Manage vendor relationships, ensuring timely deliveries and cost-effectiveness.
- Implement and maintain efficient administrative processes and systems.
- Organize and execute internal and external events, including workshops, conferences, and team-building activities.
- Manage logistics, budgeting, and vendor coordination for events.
- Ensure smooth event execution, exceeding expectations.

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### **Byjus Jobs Near Me**

#### **Skills:**

- Bachelor's degree in Business Administration, Human Resources, or a related field.
- Minimum 2-3 years of experience in an administrative role, preferably in a fast-paced environment.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in MS Office Suite and other relevant administrative software.
- Ability to work independently and as part of a team.

#### **Tags:**

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