



<https://jobable.govhelp.in/job/administrative-manager-job-change-job-vacancy-in-byjus/>

Administrative Manager – Job Change – Job Vacancy in Byjus

Hiring organization
Byjus

Job Location

India
Remote work from: IND

Date posted
February 2, 2024

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Valid through
31.08.2024

Base Salary

USD 13 - USD 23

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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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:

byjus recruitment process,byjus recruitment associate interview,byjus part time job,byjus interview,byjus part time jobs,byju's interview,byjus interview experience,byjus bda interview,byju's bda interview,byjus latest jobs,byjus interview for bda,byjus work from home job,byjus interview questions,byju's interview questions,byjus jobs,byjus,how to crack byjus interview,how to crack byju's interview,byju's zoom interview questions

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