



<https://jobable.govhelp.in/job/administrative-manager-jobs-near-me-byjus-careers-for-freshers/>

## Administrative Manager – Jobs Near Me – Byjus Careers For Freshers

### Hiring organization

Byjus

### Job Location

India

Remote work from: IND

### Date posted

February 10, 2024

### Valid through

31.08.2024

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### Base Salary

USD 12 - USD 23

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### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Administrative Manager

BYJU'S is a leading global edtech company, revolutionizing the way children learn through engaging and personalized learning experiences. With a mission to make learning joyful and effective, we're impacting the lives of millions of students across the globe.

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## Byjus Careers

### Responsibilities:

- Oversee a range of administrative functions, including scheduling, travel arrangements, office management, and procurement.
- Manage and develop administrative staff, providing guidance and ensuring efficient task completion.
- Implement and maintain effective administrative systems and processes, streamlining operations and enhancing efficiency.
- Proactively identify and address administrative challenges, seeking solutions and implementing improvements.
- Collaborate effectively with cross-functional teams to ensure seamless operational alignment.
- Stay up-to-date on industry best practices and implement relevant advancements within the department.

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### **Byjus Jobs Near Me**

#### **Skills:**

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in MS Office Suite and other relevant software.
- Ability to prioritize effectively and work independently.
- Detail-oriented and results-driven.
- Strong problem-solving and analytical skills.
- Ability to work in a fast-paced and dynamic environment.

#### **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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