Back Office Admin – Job Seeker – Vedantu Jobs Near Me

Job Location
India
Remote work from: IND

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Base Salary
USD 15 - USD 23

Qualifications
Graduate, 12th

Employment Type
Full-time

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Hiring organization
Vedantu

Date posted
February 28, 2024

Valid through
31.08.2024

APPLY NOW

Description

Back Office Admin

Vedantu is searching for a highly organized and detail-oriented Back Office Administrator to join our team and play a crucial role in supporting our day-to-day operations. In this role, you will be responsible for a variety of administrative tasks, ensuring the smooth functioning of the back office and contributing to the company's overall success.

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Vedantu Careers

Responsibilities:

- **Provide comprehensive administrative support:** This includes managing schedules, organizing meetings, handling travel arrangements, and maintaining filing systems. You will also be responsible for creating and formatting documents, presentations, and reports.
- **Process and manage administrative tasks:** You will be responsible for processing invoices, managing vendor relations, and overseeing administrative workflows. This may involve data entry, document verification, and ensuring adherence to company policies and procedures.
- **Coordinate effectively with various teams:** You will act as a point of contact for internal and external inquiries, liaising with different departments to ensure seamless communication and collaboration.c

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Vedantu Jobs For Freshers

Skills:

- Strong typing skills with excellent accuracy (minimum of 40 words per minute).
- Excellent attention to detail and ability to identify and rectify errors.
- Proficient in using computer applications like MS Office Suite (Word, Excel) and data entry software.
- Strong organizational skills and the ability to manage multiple tasks efficiently.
- Excellent communication and interpersonal skills, with the ability to work independently and as part of a team.

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