

Ericsson Recruitment 2023-24 - Latest Job - Administrator Post

Hiring organization
Ericsson

Job Location

India
Remote work from: IND

Date posted
December 23, 2023

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Valid through
31.08.2024

Base Salary

USD 12,200 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Ericsson Recruitment 2023-24

Ericsson, a global leader in telecommunications technology and innovation, is searching for meticulous and proactive Administrators to join our dynamic team in [City, Country]. In this crucial support role, you'll be the backbone of our operations, ensuring smooth workflow, effective communication, and a positive work environment, ultimately fueling Ericsson's mission to connect the world through seamless communication.

Ericsson Careers

Responsibilities:

- **Master of Organization:** Manage calendars, schedules, and travel arrangements for assigned team members, ensuring efficient time management and adherence to deadlines.
- **Communication Catalyst:** Facilitate smooth communication within the team and across departments, keeping everyone informed and aligned.
- **Meeting Maestro:** Organize and prepare meeting materials, manage logistics, and take accurate minutes, ensuring productive and efficient collaboration.
- **Administrative Ace:** Handle document creation, filing, and recordkeeping, maintaining a well-organized and easily accessible system.
- **Procurement Pro:** Coordinate the procurement of office supplies and equipment, ensuring timely acquisition and cost-effectiveness.
- **Problem-Solver Extraordinaire:** Proactively identify and resolve administrative issues with a calm and solution-oriented approach.
- **Team Player:** Collaborate effectively with colleagues at all levels, fostering a positive and supportive work environment.

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Ericsson Jobs near me

Skills:

- **Excellent Communication Skills:** Strong written and verbal communication skills for seamless interaction with diverse stakeholders.
- **Organizational Ninja:** Exceptional organizational skills and the ability to manage multiple tasks efficiently and prioritize effectively.
- **Time Management Master:** Adept at managing time effectively and meeting deadlines without compromising accuracy.
- **Attention to Detail:** A keen eye for accuracy and the ability to work meticulously with information, ensuring its correctness and completeness.
- **Technical Savvy:** Proficiency in using relevant office software and communication tools, including Microsoft Office Suite and video conferencing platforms.
- **Problem-Solving Savvy:** A proactive approach to identifying and resolving administrative issues with a calm and solution-oriented mindset.

Important Links

Find the Link in [Apply Now](#) Button

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