

Ericsson Recruitment 2024 - Find a Job - Coordinator Post

Hiring organization
Ericsson

Job Location

India
Remote work from: IND

Date posted
December 29, 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 2024

As our Coordinator, you'll be the maestro of organization, ensuring seamless collaboration and efficient project execution across various teams and departments. From managing calendars and schedules to coordinating meetings and travel arrangements, you'll wear many hats, becoming the orchestrator of success and a vital contributor to Ericsson's continued leadership in the world of communications technology.

Ericsson Careers

Responsibilities:

- Provide administrative and logistical support to assigned teams and projects, ensuring smooth workflow and timely completion of tasks.
- Manage calendars, schedules, and appointments for team members, optimizing time and resources effectively.
- Coordinate meetings and travel arrangements, ensuring efficient communication and engagement across diverse stakeholders.
- Prepare and process reports, documents, and presentations, maintaining accuracy and clarity of information.
- Liaise with internal and external stakeholders, facilitating communication and resolving queries promptly.
- Maintain organized filing systems and databases, ensuring easy access to information and documentation.
- Stay up-to-date on company policies and procedures, adhering to them consistently and providing guidance to others.
- Adapt to new tasks and challenges readily, demonstrating a willingness to learn and grow within the role.

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Ericsson Jobs near me

Skills:

- Minimum Bachelor's degree in any discipline (experience in administrative or project coordination roles is a plus!).
- Excellent communication and interpersonal skills, able to build rapport, collaborate effectively, and communicate clearly with diverse stakeholders.
- Strong organizational and time management skills, adept at juggling multiple tasks and meeting deadlines consistently.
- Proficiency in computer applications (Microsoft Office Suite, etc.) and basic administrative procedures.
- A positive and proactive attitude with a genuine desire to contribute to team success.
- The ability to work independently and as part of a team in a fast-paced environment.
- A thirst for learning and a willingness to adapt to new challenges and technologies.

Important Links

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

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