

Tata Motors Jobs – Jobs Near Me – Job Seeker For Administrative Analyst Posts

Hiring organization

Tata Motors

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

September 17, 2024

Valid through

31.12.2024

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Base Salary

USD 14 - USD 25

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Job Description: Administrative Analyst at Tata Motors

Job Summary

We are seeking a highly organized and detail-oriented Administrative Analyst to join our team at Tata Motors. As an Administrative Analyst, you will provide administrative support to our management team, ensuring the smooth operation of our office and contributing to the achievement of our business objectives.

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Key Responsibilities

Administrative Support: Provide administrative assistance to the management team, including preparing reports, presentations, and other documents as required. Manage calendars, schedule meetings, and make travel arrangements.

Data Analysis: Collect, analyze, and interpret data to identify trends and areas for improvement. Prepare reports and present findings to management.

Budgeting and Finance: Assist in budget preparation, tracking expenses, and ensuring compliance with financial policies and procedures.

Communication: Develop and maintain effective relationships with internal stakeholders, including employees, management, and external partners.

Operational Efficiency: Identify areas for process improvement and implement

changes to increase efficiency and productivity.

Requirements

Education: Bachelor's degree in Business Administration, Finance, or a related field.

Experience: 2+ years of experience in an administrative role, preferably in the automotive industry.

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Skills:

- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office, particularly Excel
- Ability to work in a fast-paced environment and meet deadlines
- Strong attention to detail and organizational skills

What We Offer

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Collaborative and dynamic work environment

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