Unacademy Job Recruitment – Latest Job Notification – Job Vacancy For Coordinator

Hiring organization
Unacademy

Date posted
March 21, 2024

Valid through
31.12.2024

APPLY NOW

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

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Base Salary
USD 16 - USD 28

Qualifications
Graduate, Post Graduate

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Employment Type
Full-time

Description

Unacademy Recruitment 2024: Make a Difference in Education

Unacademy, India's leading online learning platform, is on a mission to democratize education by making high-quality instruction accessible to everyone. We empower educators and learners to come together in a vibrant online space, fostering a love for learning that transcends geographical boundaries.

Why Join Us as a Coordinator?

This is your chance to be at the heart of Unacademy's dynamic ecosystem. As a Coordinator, you'll play a pivotal role in supporting various teams and initiatives that fuel our growth. You'll be the glue that holds things together, ensuring smooth operations and efficient communication across departments.

This role offers the perfect blend of challenge and reward. You'll gain exposure to the inner workings of a high-growth EdTech company while honing your organizational, communication, and problem-solving skills. It's a chance to contribute meaningfully to Unacademy's mission of making education accessible for all.

Unacademy Jobs Near Me

We're a remote-first company, so you can apply from anywhere in India! This

flexibility allows you to work from the comfort of your home while collaborating seamlessly with colleagues across the country.

About the Role

Unacademy is seeking a highly organized and detail-oriented Coordinator to join our dynamic team. You'll be responsible for providing comprehensive support across various departments, ensuring efficient workflows and timely completion of tasks.

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Key Responsibilities:

- Manage calendars, schedules, and travel arrangements for assigned teams.
- Prepare meeting agendas, minutes, and presentations as needed.
- Coordinate communication between internal and external stakeholders.
- Maintain and update project documentation, databases, and spreadsheets.
- Research and compile data to generate reports and presentations.
- Assist with project planning, execution, and monitoring.
- Identify and resolve administrative roadblocks to ensure smooth operations.
- Respond to inquiries and provide administrative support in a timely and efficient manner.
- Stay updated on company policies and procedures.

Required Skills and Qualifications:

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills, both written and verbal.
- Proficient in using MS Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize multiple tasks and work effectively under pressure.
- Meticulous attention to detail and a dedication to accuracy.
- Ability to learn new processes and adapt to a fast-paced environment.
- A collaborative and team-oriented work style.

Experience:

This role is open to both freshers and experienced candidates. For freshers, a strong academic background, excellent communication skills, and a willingness to learn are essential.

For experienced candidates, 1-2 years of experience in a similar role or relevant administrative experience will be highly preferred.

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Why Join Unacademy?

- **Make a Difference:** Be part of a company that's revolutionizing education in India.
- **Growth Opportunities:** Learn, grow, and develop your skills in a dynamic and supportive environment.
- **Remote Work:** Enjoy the flexibility and convenience of working from anywhere in India.
- **Competitive Compensation & Benefits:** Receive a competitive salary and benefits package.
- **Collaborative Culture:** Work with a passionate and talented team who share your drive to make a difference.

Application Process:

To apply, please submit your resume and a cover letter expressing your interest in the role.

Motivate Yourself to Join Us!

This is more than just a job; it's an opportunity to be a part of something bigger. If you're a highly organized and motivated individual with a passion for education, we encourage you to apply! We look forward to hearing from you and building the future of education together.

In Conclusion

Unacademy offers a dynamic and challenging work environment for individuals who thrive in a fast-paced setting. As a Coordinator, you'll play a vital role in supporting our mission to make education accessible for all. If you're looking for a rewarding career where you can make a real difference, we encourage you to apply!

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Unacademy

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