

## Unacademy Recruitment 2024 - Free Job - Administrative Analyst Post

**Hiring organization**  
Unacademy

### Job Location

India  
Remote work from: IND

**Date posted**  
January 9, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 11,200 - USD 19,500

APPLY NOW

### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Unacademy Recruitment 2024

Unacademy is seeking a bright, organized, and detail-oriented individual to join our team as an Administrative Analyst. In this role, you will play a vital role in supporting the smooth operation of our organization by providing efficient administrative support to various departments.

## Unacademy Careers

### Responsibilities:

- **Data Entry & Processing:** Ensure accurate and timely data entry and processing across various systems.
- **Document Management:** Organize and maintain files, documents, and records efficiently, ensuring easy retrieval and accessibility.
- **Communication & Coordination:** Handle internal communication, emails, and phone calls professionally and effectively.
- **Travel & Logistics:** Manage travel arrangements for employees, booking flights, hotels, and ground transportation.
- **Meeting & Event Planning:** Organize and coordinate meetings, conferences, and other events, ensuring smooth execution.
- **Project Management:** Assist with various project tasks, keeping everything on track and deadlines met.
- **Administrative Support:** Provide general administrative support, including scheduling appointments, managing calendars, and handling office supplies.

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### Unacademy Jobs near me

**Skills:**

- Bachelor's degree in any relevant field (e.g., Business Administration, Management, Computer Applications) or equivalent.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Proficient in computer applications (e.g., MS Office Suite, spreadsheets).
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.

**Important Links** Adaptable and eager to learn new skills and processes. **Find the Link in [Apply Now](#) Button**

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