

<https://jobable.govhelp.in/job/vedantu-back-office-admin-jobs-job-vacancy-near-me-vedantu-job-vacancy/>

## Vedantu Back Office Admin Jobs – Job Vacancy Near Me – Vedantu Job Vacancy

**Hiring organization**  
Vedantu

### Job Location

India  
Remote work from: IND

**Date posted**  
January 26, 2024

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.08.2024

### Base Salary

USD 13 - USD 22

APPLY NOW

### Qualifications

Graduate, 12th

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Vedantu Back Office Admin Jobs

Vedantu is a leading online education platform, empowering students to achieve their academic goals with top-notch resources and expert guidance. We're passionate about making education accessible and affordable for everyone, and we're looking for talented individuals to join our growing team.

## Vedantu Careers

### Responsibilities:

- **Maintain administrative workflows:** Process invoices and payments, manage purchase orders, handle travel arrangements, and ensure smooth day-to-day operations.
- **Organize and support team needs:** Prepare meeting agendas and minutes, manage calendars, coordinate schedules, and provide administrative assistance to all departments.
- **Embrace technology and innovation:** Utilize various software applications (e.g., CRM, accounting systems) to streamline processes, maintain accurate records, and generate reports.

(adsbygoogle = window.adsbygoogle || []).push({});

### Vedantu Jobs For Freshers

### Skills:

- Excellent organizational and time management skills.
- Proficiency in MS Office Suite, including Word, Excel, and PowerPoint.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Detail-oriented and with a proactive approach to problem-solving.

**Tags:**

vedantu,vedantu 10,vedantu 9 and 10,vedantu class 10,vedantu class 9 and 10,study,social studies,resources,class 10 important questions 2024,sst,social science,class 10 maths,board exam 2024,class 10 sst important questions 2024,class 10 english,class 10 science,class 10 sst pyq,class 10 sst mcq,sst sample paper 2 term class 10,sst revision class 10,class 10 math revision all

**Important Links**

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});