Vedantu Back Office Admin Jobs – Private Job – Vedantu Job Vacancy

Job Location
India
Remote work from: IND

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Base Salary
USD 13 - USD 22

Qualifications
Graduate, 12th

Employment Type
Full-time

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Hiring organization
Vedantu

Date posted
January 19, 2024

Valid through
31.08.2024

APPLY NOW

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.

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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:

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Important Links

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