

<https://jobable.govhelp.in/job/vedantu-recruitment-2024-jobs-for-freshers-administrator-post/>

Vedantu Recruitment 2024 – Jobs For Freshers – Administrator Post

Hiring organization
Vedantu

Job Location

India
Remote work from: IND

Date posted
January 8, 2024

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Valid through
31.08.2024

Base Salary

USD 12,900 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Vedantu Recruitment 2024

As a Vedantu Administrator, you'll wear many hats, playing a crucial role in supporting our day-to-day operations. From onboarding new users and answering queries to managing data and maintaining records, you'll be the glue that keeps our educational engine humming.

Vedantu Careers

Responsibilities:

- **Student & Teacher Onboarding:** Guide new users through the registration process, ensuring a smooth and welcoming experience.
- **Help Desk Hero:** Provide prompt and courteous assistance to students and teachers via email, phone, and chat, resolving their queries and concerns efficiently.
- **Data Master:** Maintain and update student and teacher profiles, ensuring accuracy and completeness of information.
- **Communication Hub:** Process and respond to feedback, suggestions, and complaints, ensuring open communication and satisfaction.
- **Document Dynamo:** Manage and organize administrative documents, ensuring proper filing and easy retrieval.
- **Tech-Savvy Assistant:** Provide basic technical support to users and assist with online platform functionalities.
- **Team Player:** Collaborate effectively with colleagues across departments

to achieve common goals and contribute to a positive work environment.

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Vedantu Jobs near me

Skills:

- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational and time management abilities.
- Proficient in computer applications like MS Office Suite (Word, Excel, PowerPoint).
- Problem-solving skills and the ability to handle multiple tasks simultaneously.
- Positive attitude and strong work ethic, always ready to help and go the extra mile.
- No prior experience required! We believe in potential and welcome enthusiastic individuals with a willingness to learn.

Important Links

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

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