



<https://jobable.govhelp.in/job/wipro-job-vacancy-job-opportunities-administrative-analyst/>

## Wipro Job Vacancy - Job Opportunities - Administrative Analyst

**Hiring organization**  
Wipro

### Job Location

India  
Remote work from: IND

### Date posted

February 10, 2024

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### Valid through

31.08.2024

### Base Salary

USD 21 - USD 32

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Wipro Job Vacancy

Wipro is a leading global information technology, consulting, and business process services company. We are known for our innovative solutions, industry expertise, and commitment to sustainability. As an Administrative Analyst at Wipro, you'll join a dynamic team dedicated to supporting our business operations and contributing to our overall success.

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## Wipro Careers

### Responsibilities:

- Provide comprehensive administrative support to assigned teams, including managing schedules, coordinating meetings, arranging travel, and maintaining records.
- Analyze and process data, prepare reports, and create presentations to support decision-making.
- Manage administrative tasks, such as filing, correspondence, and expense reports, ensuring accuracy and adherence to company policies.
- Collaborate effectively with internal and external stakeholders to resolve inquiries and address administrative needs.
- Stay updated on company policies and procedures, and proactively identify and implement process improvements.

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**Wipro Jobs Near Me**

**Skills:**

- Excellent organizational and time management skills.
- Strong analytical and problem-solving abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Detail-oriented and quality-conscious.

**Tags:**

wipro recruitment,wipro recruitment 2024,wipro latest recruitment,wipro recruitment process,wipro job recruitment 2024,wipro recruitment 2024 freshers,wipro hiring

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