https://govhelp.in/job/sonata-software-recruitment-2023-jobs-near-me-administrative-assistant-post/

Sonata Software Recruitment 2023 – Jobs Near Me – Administrative Assistant Post

Hiring organization
Sonata Software

Job Location
India
Remote work from: India

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Date posted
January 30, 2023

Valid through
31.12.2025

Base Salary
USD. 12,000 - USD. 21,500

APPLY NOW

Qualifications
Graduate.

Employment Type
Full-time

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Description

Sonata Software Recruitment 2023

The administrative assistant is responsible for providing support to the managers and employees of the company.

Sonata Software Careers

Responsibilities:

- Answer phones and greet visitors
- Manage the office calendar
- Prepare meeting materials
- Track office expenses

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Sonata Software Jobs Near Me

Requirements:

- High school diploma
- 2 years of previous administrative experience
- Proficient in MS Office

Important Links

Find the Link in Apply Now

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