



SONATA SOFTWARE

<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

### 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

### 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](#) Button

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