



<https://govhelp.in/job/unilever-recruitment-2023-all-india-jobs-administrator-posts/>

Unilever Recruitment 2023 – All India Jobs – Administrator Posts

Hiring organization
Unilever

Job Location

India
Remote work from: Brazil

Date posted
June 16, 2023

Valid through
31.12.2023

Base Salary

USD. 12,200 - USD. 18,000

APPLY NOW

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

Description

Unilever Recruitment 2023

As an Administrator at Unilever, you will be responsible for providing administrative support to various departments within the organization.

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Unilever Jobs Near Me

Responsibilities:

1. Managing and organizing paperwork, documents, and records.
2. Assisting in scheduling appointments, meetings, and travel arrangements.
3. Handling incoming and outgoing correspondence, emails, and phone calls.
4. Coordinating and supporting the smooth operation of daily administrative tasks.
5. Maintaining office supplies and inventory.
6. Preparing reports, presentations, and other business documents.
7. Assisting in the preparation and organization of meetings and events.
8. Collaborating with team members to ensure efficient workflow and processes.

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Unilever Careers

Skills:

1. Education: A bachelor's degree or equivalent qualification in a relevant field is preferred.
2. Organizational Skills: Strong organizational and time management skills to handle multiple tasks and priorities effectively.
3. Communication Skills: Excellent verbal and written communication skills to interact with colleagues and stakeholders.
4. Computer Literacy: Proficiency in using office software such as word processing, spreadsheet, and presentation applications.
5. Attention to Detail: Keen attention to detail to ensure accuracy in data entry and document handling.
6. Problem-solving Abilities: Strong problem-solving skills to address administrative challenges and find suitable solutions.
7. Adaptability: Ability to adapt to changing work requirements and handle unexpected situations with flexibility.
8. Team Player: Strong teamwork and collaboration skills to work effectively with colleagues and across departments.

Important Links Find the Link in [Apply Now](#)

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