



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

Zebronics Careers 2023 – All India Jobs – Administrator Post

Hiring organization
Zebronics

Job Location

India
Remote work from: Brazil

Date posted
May 25, 2023

Valid through
31.12.2023

Base Salary

USD. 11,000 - USD. 17,500

APPLY NOW

Qualifications

12th Pass, Graduation.

Employment Type

Full-time

Description

Zebronics Recruitment 2023

As an administrator, you will be responsible for managing and coordinating administrative activities within the organization. You will provide support to employees and management, handle day-to-day administrative tasks, and contribute to the overall efficiency of operations. Your role will involve managing office supplies, coordinating meetings and events, maintaining records, and ensuring effective communication across different departments.

Zebronics Jobs Near Me

Responsibilities:

- Manage day-to-day administrative tasks, including organizing and scheduling appointments, meetings, and travel arrangements.
- Coordinate and facilitate meetings, including preparing agendas, taking minutes, and distributing relevant documentation.
- Maintain office supplies inventory, anticipate needs, and place orders as necessary.
- Handle incoming and outgoing correspondence, including emails, letters, and phone calls, and ensure timely responses.
- Prepare and distribute internal memos, reports, and presentations as required.
- Assist in the preparation and monitoring of budgets, expense reports, and

financial records.

- Maintain accurate and up-to-date records, files, and databases, both in physical and electronic formats.

(adsbygoogle = window.adsbygoogle || []).push({});

Zebronic Careers

Qualifications:

- Bachelor's degree in Business Administration, Management, or a related field (preferred).
- Proven experience in an administrative role, demonstrating strong organizational and multitasking abilities.
- Excellent communication skills, both written and verbal, with the ability to interact effectively with employees at all levels.
- Proficiency in using office software and tools, including Microsoft Office Suite.
- Strong attention to detail and accuracy in handling administrative tasks.
- Ability to prioritize tasks and work under tight deadlines.
- Strong problem-solving skills and ability to adapt to changing priorities.

Excellent time management and organizational skills.

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});