



<https://jobfy.in/jobs/blue-dart-recruitment-2023-all-india-jobs-administrative-analyst-post/>

Blue Dart Careers 2023 – All India Jobs – Administrative Analyst Post

Hiring organization
Blue Dart

Job Location

India
Remote work from: Ind

Date posted
July 4, 2023

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Valid through
31.12.2023

Base Salary

USD 11,900 - USD 17,600

APPLY NOW

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Blue Dart Recruitment 2023

The Administrative Analyst is responsible for providing administrative support to the Blue Dart organization. This includes tasks such as managing calendars, scheduling appointments, preparing reports, and providing customer service. The Administrative Analyst will also work with other departments to ensure that administrative tasks are completed efficiently and effectively.

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Blue Dart Jobs Near Me

Responsibilities:

- Manage calendars and schedule appointments.
- Prepare reports and presentations.
- Provide customer service.
- Coordinate with other departments.
- Maintain files and records.
- Other administrative duties as assigned.

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Blue Dart Careers

Qualifications:

- Bachelor's degree in business administration or a related field.
- 2+ years of experience in administrative support.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.

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

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