

GSpann Technologies Pvt Limited

Associate Admin

Job Profile Details

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|-----------------------------------|--|
| Placement Cycle | ARKA JAIN University - Placements 2024-25 |
| Job Location | Gurgaon,Pune, Noida |
| Date of Visit | NA |
| Position Type | Full Time |
| Expected Hires | NA |
| Sector | Administration |
| CTC | INR 300000 |
| Category | Level 2 - General |
| Description | <p>Diploma in Travel Industry or graduate (<u>B.COM</u>); additional qualifications in Office Administration are a plus</p> <p>Proficiency in MS Office (Word, Excel, PowerPoint)</p> <p>Strong organizational and multitasking skills</p> <p>Excellent verbal and written communication skills</p> <p>Ability to work independently and as part of a team</p> <p>Attention to detail and problem-solving skills</p> <p>Positive attitude and willingness to learn</p> |
| S k i l l R e q u i r e m e n t s | |
| Role and Responsibilities | <ul style="list-style-type: none">- Assist in scheduling meetings and events- Manage office supplies and inventory- Maintain and update internal databases- Handle incoming and outgoing mail- Prepare and format documents and reports- Answer and direct phone calls and emails- Support the team with clerical tasks as |

- needed
- Help organize and maintain office common areas
- Assist in coordinating travel arrangements

Open for Courses

- Jain - Arka Jain University Jharkhand

B.Com (Hons.)

1. Finance
2. Marketing
3. Human Resource

Eligibility Criteria

| | |
|--------------------------|---|
| B.Com (Hons.) | Applicants must have obtained |
| | 60 % in Class 10th |
| | 60 % in Class 12th |
| | 60 % in Diploma |
| | 60 % in Undergraduate |
| Work Experience Criteria | No work experience based criteria defined yet! |
| Allowed Genders | [Y] Male students [Y] Female students [Y] Other Genders |
| Backlogs | Students with backlog(s) not allowed |

Hiring Workflow

Resume shortlisting

No Venue/Time specified

Technical interview

No Venue/Time specified

Additional Info

No additional information