

Job Title: ADMIN

Location: SURAT, GUJARAT

Job Type: Full-Time

Work Hours: 7:30 PM to 4:30 AM

Salary Range: ₹ 25,000 - ₹ 50,000

Job Summary:

We are seeking a dedicated and detail-oriented Administrative Coordinator to join our team for the night shift. The ideal candidate will be responsible for customer billing, order processing, logistics management, and various administrative tasks. Strong communication skills and proficiency in English are essential for this role.

Key Responsibilities:

- Manage and carry out customer billing and invoicing activities.
- Process customer orders using company software and coordinate with relevant teams.
- Follow up on orders and ensure timely coordination with internal departments.
- Manage and coordinate for logistics to ensure smooth operations and ensure timely delivery of the order.
- Handling customer complaints and resolving their issues in a timely and professional manner during the order processing stage
- Maintain and update the company's digital library.
- Processing and reporting on office expenses and data management for the assigned task
- Manage and order office supplies
- Ensuring that the office is well-maintained, organized, and secure.
- Prepare presentations, spreadsheets and reports
- Perform other administrative tasks as needed to support office functions.

Qualifications:

- **Experience:** 2-4 years of experience in administrative roles.
- **Skills:** Excellent communication skills, strong organizational ability, and proficiency in office software, Solid time-management abilities with the ability to prioritize tasks, Hands-on experience with MS Office Suite (particularly MS Word and MS Excel)
- **Qualification:** A bachelor's degree in business, marketing, HR or a related field is preferred.
- **Language:** Proficiency in English, Hindi is required.

- **Attributes:** Attention to detail, ability to work independently, and problem-solving skills.

What We Offer:

- A supportive work environment.
- Competitive salary within the specified range.
- Opportunity for skill development and growth.