



<https://targetjob.govhelp.in/job/maruti-suzuki-jobs-job-vacancy-coordinator-freshers-jobs/>

Maruti Suzuki Jobs – Job Vacancy – Coordinator Freshers Jobs

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 13 - USD 22

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time

Description

Maruti Suzuki Recruitment 2024

About Maruti Suzuki

Maruti Suzuki India Limited, a household name in India, is a leading automobile manufacturer. For over four decades, Maruti Suzuki has been synonymous with reliability, fuel efficiency, and innovation in the Indian car market. With a commitment to excellence and a customer-centric approach, Maruti Suzuki has transformed the Indian automotive landscape, making cars accessible to millions of families.

Why Join Us as a Coordinator (Remote Positions Available)

This is an exciting opportunity to embark on a rewarding career with a renowned automotive leader. As a Coordinator at Maruti Suzuki, you'll play a pivotal role in supporting various departments and ensuring smooth operations. You'll leverage your organizational skills, communication expertise, and ability to prioritize tasks to contribute to a dynamic and collaborative work environment.

The Position

Maruti Suzuki is seeking talented and motivated individuals to fill Coordinator positions across various departments. These positions can potentially be filled remotely, offering flexibility and work-life balance for the right candidates.

Hiring organization

Maruti Suzuki

Date posted

March 23, 2024

Valid through

31.12.2024

APPLY NOW

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Job Summary

As a Coordinator, you'll be responsible for providing comprehensive administrative and operational support to your assigned department. Your responsibilities will encompass:

- **Communication and Coordination:** You'll be the bridge between different teams, facilitating communication and ensuring seamless collaboration. This will involve scheduling meetings, taking minutes, and disseminating information effectively.
- **Data Management and Reporting:** You'll maintain accurate records, organize data efficiently, and generate reports to support departmental needs. This may involve using spreadsheets, databases, and other relevant software tools.
- **Project Management:** You'll assist with project execution by managing timelines, tracking progress, and ensuring deliverables are met within deadlines.
- **Customer Service (if applicable):** Depending on the department, you may be responsible for providing exceptional customer service by handling inquiries, resolving issues, and ensuring customer satisfaction.

Key Responsibilities

- Manage departmental calendars, schedule meetings, and prepare agendas.
- Draft and distribute meeting minutes and action items.
- Process and manage documents, maintaining an organized filing system.
- Prepare reports and presentations to communicate data and information.
- Coordinate travel arrangements, logistics, and vendor communication (if applicable).
- Manage and prioritize multiple tasks in a fast-paced environment.
- Proactively identify and resolve administrative issues.
- Provide excellent customer service by responding to inquiries promptly and professionally (if applicable).
- Adhere to company policies and procedures.

Required Skills and Qualifications

- Bachelor's degree in any discipline (or equivalent experience) preferred.
- Minimum 1-2 years of experience in a coordination or administrative role (freshers will also be considered for the right fit).
- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational skills and the ability to prioritize tasks effectively.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Time management skills with the ability to meet deadlines.
- Ability to work independently and as part of a team.
- Problem-solving skills and a proactive approach.
- Strong attention to detail and accuracy.

Experience

This role is open to both freshers and experienced candidates. Freshers with strong academic records, exceptional organizational skills, and a willingness to learn will be considered. For experienced candidates, a minimum of 1-2 years of experience in a coordination or administrative role is preferred.

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Why Join Maruti Suzuki

Maruti Suzuki offers a dynamic and enriching work environment where you can:

- **Be Part of a Legacy:** Contribute to the success of a leading automobile manufacturer, shaping the future of mobility in India.
- **Growth and Development Opportunities:** Learn from industry experts, participate in training programs, and gain valuable experience across diverse departments.
- **Work-Life Balance:** Maruti Suzuki offers a comprehensive benefits package that includes health insurance, paid time off, and opportunities for remote work (depending on the position).
- **Collaborative Culture:** Work alongside a talented and supportive team, fostering a culture of innovation and continuous improvement.
- **Competitive Salary and Benefits:** Maruti Suzuki provides a competitive compensation package that recognizes your contributions and rewards your performance.

Application Process

Interested candidates should submit their resume and cover letter online through the Maruti Suzuki careers portal.

Join Us and Make a Difference

We are looking for passionate and driven individuals who are eager to contribute to the continued success of Maruti Suzuki. If you are a highly organized and detail-oriented individual with excellent communication skills, we encourage you to apply.

General Overview

As a Coordinator at Maruti Suzuki, you'll play a vital role in ensuring the smooth functioning of your assigned department. This position offers the opportunity to gain valuable experience in a fast-paced and dynamic environment, working alongside industry leaders. We are committed to fostering a collaborative and supportive work environment where you can learn

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