

# Walk-In

## *Office Coordinator / Admin*

*February 4<sup>th</sup> to 7<sup>th</sup>, 2025*  
*Time: 9.00 AM*

### **Job Description:**

Syncfusion Software Pvt. Ltd. is looking for multiple Office Coordinators / Admins. Syncfusion is a fast-paced, growing organization that offers a challenging work environment with excellent rewards for the right candidate. We work regular office hours. There are no after-hours shifts (night etc.). We offer a professional work environment where you will be treated with respect and given every opportunity to grow.

### **Eligibility:**

- Any degree (Regular)
- 2021 to 2024 Graduates with minimum 60% in all academics (HSC mandatory)
- No gaps of any kind
- Well versed in MS-Office
- Good communication skills
- Experience 0 - 1 year in relevant field

### **Roles:**


- General office maintenance / admin tasks
- Maintenance of employee records
- Asset management
- Inventory record maintenance.
- Customer support coordination
- Any other duties assigned.

### **Working Hours:**

- 9:00 AM to 6:00 PM.
- Saturdays working (As needed)

### **Venue: -**

**Syncfusion Software Pvt., Ltd.**  
AJ-217, Eymard Complex, 4<sup>th</sup> Avenue,  
Shanthi Colony, Anna Nagar, Chennai - 600040.



**Interested and Eligible candidates can come for walk-in on February 4<sup>th</sup> to 7<sup>th</sup>, 2025, at 9.00 AM.**

For any clarifications please contact: [recruitment.chn@syncfusion.com](mailto:recruitment.chn@syncfusion.com)

**Note: - Those who attended the interview already are not eligible for this walk-in.**