

Interview

Office Coordinator / Admin *February 2025*

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:


- BBA and MBA (HR) Bachelor's / master's degree in human resources, education.
- 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)



Interested and Eligible candidates can share your resume to recruitment.chn@syncfusion.com on or before March 31st, 2025.

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