

## Unilever Recruitment 2023 - Job Card - Coordinator Post

**Hiring organization**  
Unilever

### Job Location

India  
Remote work from: IND

**Date posted**  
August 11, 2023

**Valid through**  
31.12.2023

### Base Salary

Rs. 18,500 - Rs. 26,000

APPLY NOW

### Qualifications

- Bachelor's degree in business administration, marketing, or a related field
- 1-2 years of experience in a coordinator or administrative role
- Experience with project management software is a plus
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### Employment Type

Full-time

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### Description

#### Unilever Recruitment 2023

The Coordinator is a key member of the Operations team, responsible for providing administrative and logistical support to a variety of projects and initiatives. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and interpersonal skills.

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#### Unilever Jobs Near Me

#### Responsibilities:

- Provide administrative support to projects and initiatives, including:
  - Preparing and distributing meeting materials
  - Tracking project progress and deadlines
  - Managing and maintaining project files
- Coordinate with internal and external stakeholders to ensure smooth project execution
- Conduct research and gather information to support project teams
- Prepare presentations and reports
- Other duties as assigned

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#### Unilever Careers

**Skills:**

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to meet deadlines and handle multiple projects simultaneously
- Proficient in Microsoft Office Suite
- Experience with project management software is a plus

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**Important Links**

Find the Link in [Apply Now](#) Button

Experience with project management software is a plus

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