



<https://jobtalent.jobcitylive.com/job/airtel-recruitment-2023-jobs-alerts-office-associate-post/>

Airtel Careers 2023 – Jobs Alerts – Marketing Associate Post

Hiring organization
Airtel

Job Location

India
Remote work from: India

Date posted
May 15, 2023

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Valid through
31.12.2023

Base Salary

Rs. 12,000 - Rs. 15,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Airtel Recruitment 2023

Join Airtel as an Office Associate and be part of a leading telecommunications company dedicated to providing exceptional services to its customers. As an Office Associate, you will play a crucial role in ensuring smooth office operations and providing administrative support to various teams. This is an excellent opportunity for a fresher to kickstart their career in a dynamic and fast-paced work environment while gaining valuable experience and skills.

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Responsibilities:

1. Administrative Support: Provide administrative assistance to the team by managing and organizing documents, maintaining filing systems, scheduling meetings, and handling correspondence. Prepare and distribute internal communications and reports as required. Assist in managing office supplies and inventory, ensuring their availability and replenishment.
2. Office Operations: Contribute to the smooth functioning of the office by

coordinating and facilitating day-to-day activities. This includes managing incoming and outgoing mail, handling phone calls and inquiries, greeting visitors, and ensuring a professional and welcoming atmosphere. Assist in coordinating travel arrangements and accommodations for employees, if necessary.

3. **Data Entry and Reporting:** Assist in data entry tasks and maintain accurate records using office software and tools. Prepare reports, presentations, and spreadsheets based on collected data. Collaborate with team members to compile and analyze data, ensuring its accuracy and reliability. Support in generating reports and presentations for management review.

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Airtel Careers

Skills:

1. **Organizational Skills:** Strong organizational skills to effectively manage multiple tasks, prioritize work, and meet deadlines. Attention to detail and the ability to maintain accuracy while handling administrative tasks and data entry.
2. **Communication Skills:** Excellent verbal and written communication skills to interact with colleagues, clients, and visitors in a professional manner. Ability to convey information clearly and effectively.
3. **Computer Proficiency:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software applications. Familiarity with email and calendar management tools. Willingness to learn new software and tools as required.

Important Links

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

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