



<https://jobtalent.jobcitylive.com/job/airtel-recruitment-2023-jobs-near-me-office-executive-posts/>

Airtel Careers 2023 – Jobs Near Me – Office Executive Posts

Hiring organization
Airtel

Job Location

India
Remote work from: India

Date posted
May 10, 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

Airtel is seeking a dynamic and organized Office Executive to join our team. The Office Executive will be responsible for managing administrative duties and providing support to various departments in the organization. The ideal candidate should have excellent communication and organizational skills and be able to work in a fast-paced environment.

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Jobs Near Me

Responsibilities:

1. Perform general administrative tasks such as answering phones, responding to emails, and scheduling appointments.
2. Coordinate meetings and events, including preparing agendas and taking minutes.
3. Provide support to various departments within the organization, including HR, Finance, and Operations.

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Airtel Careers

Skills:

1. Strong communication and interpersonal skills.
2. Excellent organizational and time management skills.
3. Proficiency in Microsoft Office (Word, Excel, Outlook) and other office

Important Links

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

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