

Amul Recruitment 2023 – Jobs Alerts – Office Executive Jobs

Hiring organization
Amul

Job Location

Bengaluru, Karnataka, 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. 18,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Amul Recruitment 2023

We are looking for an experienced and skilled Office Executive to join our team at Amul. As an Office Executive, you will be responsible for managing office operations and maintaining efficient administrative processes.

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Responsibilities:-

1. Manage the day-to-day operations of the office, including scheduling appointments, maintaining records, and organizing meetings.
2. Perform administrative tasks, such as filing, data entry, and document preparation.
3. Communicate effectively with clients, vendors, and employees, ensuring that all inquiries and issues are addressed in a timely and professional manner.

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Requirements

1. Strong communication and interpersonal skills, with the ability to interact with people from diverse backgrounds.
2. Proficiency in Microsoft Office Suite and other computer applications.
3. Strong organizational skills, with the ability to prioritize tasks and meet deadlines.

Important Links

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

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