

## Amul Careers 2023 – Jobs For Freshers – Free Job Alert – Office Staff Post

**Hiring organization**  
Amul

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

**Date posted**  
May 16, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 13,000 - Rs. 16,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Amul Recruitment 2023

We are currently seeking a dedicated and organized Office Staff member to join our team at Amul. As an Office Staff member, you will play a crucial role in supporting the smooth functioning of our office operations. The ideal candidate will have strong communication skills, attention to detail, and the ability to handle multiple tasks efficiently.

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### Responsibilities:-

1. Assist with general administrative tasks, including filing, data entry, and maintaining office supplies
2. Handle incoming calls and correspondence, redirecting them to the appropriate departments or individuals
3. Support various departments with administrative tasks, such as scheduling meetings, coordinating travel arrangements, and preparing documents

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### Requirements

1. Strong communication and interpersonal skills
2. Excellent organizational and multitasking abilities
3. Proficiency in Microsoft Office Suite and basic computer skills

#### **Important Links**

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

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