

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

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

Rs. 13,000 - Rs. 16,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

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.

(adsbygoogle = window.adsbygoogle || []).push({}); **Amul Jobs Near Me**

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

(adsbygoogle = window.adsbygoogle || []).push({}); **Amul Jobs Near Me**

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});