

## Amul Jobs 2023 – Freshers Jobs – Office Executive Posts

**Hiring organization**  
Amul

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

### Date posted

February 28, 2023

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### Valid through

31.12.2025

### Base Salary

Rs. 10,000 - Rs. 13,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Amul Recruitment 2023

The Office Executive is responsible for providing secretarial and administrative support to the Directors and other members of management.

## Amul Jobs Near Me

### Responsibilities:-

- Managing the office, including ordering and stocking supplies, keeping the office clean and tidy, and coordinating repairs and maintenance
- Receiving visitors and handling telephone and email enquiries
- Preparing letters, reports, and other documents
- scheduling appointments, maintaining diaries, and arranging travel arrangements

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## Amul Jobs Near Me

### Requirements

- Excellent organizational skills and attention to detail

- Strong communication and interpersonal skills

### Important Links

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

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