

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

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

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

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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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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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