

Amul Recruitment 2023 – Freshers Jobs – Office Executive Posts

Hiring organization
Amul

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted

February 16, 2023

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Valid through

31.12.2025

Base Salary

Rs. 15,000 - Rs. 18,000

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Qualifications

Graduate

Employment Type

Full-time

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Description

Amul Recruitment 2023

This job description outlines the primary responsibilities of an Office Executive member.

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The position is responsible for providing administrative, customer service, and organizational support to ensure smooth day-to-day operations. Primary duties include managing office supplies, greeting visitors, answering phone calls, managing calendars, and scheduling appointments. Additionally, the Office Staff may be responsible for filing and organizing documents, delivering mail and other materials, maintaining the office environment, and providing administrative support for other departments.

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Amul Careers

The successful candidate should possess excellent customer service and organizational skills, demonstrate professionalism and reliability, and be proficient in Microsoft Office programs.

Important Links

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