

Amul Recruitment 2023 – Jobs Near Me – Executive Assistant

Hiring organization
Amul

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
January 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

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An Executive Assistant is responsible for providing administrative support to senior-level management or executives.

Jobs Near Me

This can include scheduling meetings and appointments, organizing travel, managing communication, researching and preparing reports, and other tasks as needed. In addition, an Executive Assistant may also provide administrative support for executive projects, act as a liaison between executives and other departments, and provide clerical support such as answering phones, taking messages, and handling correspondence.

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Amul Careers

As an Executive Assistant, it is important to have excellent organizational skills, communication skills, and the ability to think critically. It is also essential to be able to work independently and to be able to prioritize tasks.

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

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