

Amul Recruitment 2023 – Private Jobs – Marketing Coordinator Post

Hiring organization
Amul

Job Location

India
Remote work from: IND

Date posted
September 14, 2023

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Valid through
31.12.2023

Base Salary

Rs. 10,000 - Rs. 14,000

APPLY NOW

Qualifications

12th pass/Graduate.

Employment Type

Full-time

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Description

Amul Recruitment 2023

The Marketing Coordinator is responsible for supporting the Marketing team at Amul by providing administrative and logistical support. This position requires strong organizational and communication skills, as well as the ability to work independently and as part of a team.

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Amul Jobs Near Me

Responsibilities:

- Manage the Marketing team's calendar and schedule appointments
- Prepare and distribute meeting agendas and materials
- Take and transcribe meeting notes
- Handle correspondence and manage email
- Coordinate travel arrangements
- Assist with special projects and assignments

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Skills:

- Strong organizational and communication skills

- Excellent interpersonal skills
- Ability to work independently and as part of a team
- Ability to use Microsoft Office Suite and other relevant software

Important Links

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

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