

Blue Dart Recruitment 2023 – Freshers Jobs – Office Executive Post

Hiring organization
Blue Dart Express

Job Location

India
Remote work from: India

Date posted
February 24, 2023

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Valid through
31.12.2025

Base Salary

Rs. 13,000 - Rs. 16,000

APPLY NOW

Qualifications

12th pass & Graduate

Employment Type

Full-time

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Description

Blue Dart Express Recruitment 2023

The Office Executive is responsible for providing a wide range of executive and administrative support to the company.

Jobs Near Me

Responsibilities:-

- Manage front office, reception area, and lobby
- Coordinate meeting arrangements and support materials
- Handle all travel arrangements
- Prepare and submit expense reports
- Maintain confidential records and databases

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Blue Dart Express Careers

Skills:-

- Strong organizational skills

- Excellent communication and interpersonal skills

Important Links

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

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