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Capgemini Careers 2023 – Capgemini Jobs – Office Executive Jobs

Hiring organization
Capgemini

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
March 16, 2023

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Valid through
31.12.2025

Base Salary

Rs. 18,000 - Rs. 20,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Capgemini Recruitment 2023

The Office Executive is responsible for providing world-class support to the organization by managing and executing executive level support functions.

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Responsibilities:

- Manage the executive's calendar, ensuring that all appointments and events are scheduled efficiently and accurately
- Coordinate all internal and external meetings, including preparing meeting materials and agendas as needed
- Act as the point of contact for all travel arrangements, both domestic and international

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Capgemini Careers

Skills:

-Expertise in Microsoft Office Suite, with particular experience in Outlook and Excel

-Strong interpersonal skills and demonstrated ability to build relationships with clients and colleagues

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