



<https://jobtalent.jobcitylive.com/job/dtcd-recruitment-2023-dtcd-careers-office-executive-posts/>

## DTDC Recruitment 2023 – DTDC Careers – Office Executive Posts

**Hiring organization**  
DTDC

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

**Date posted**  
January 31, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2025

### Base Salary

Rs. 11,000 - Rs. 15,000

APPLY NOW

### Qualifications

12th Pass & Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## DTDC Recruitment 2023

The Office Executive will provide frontline support to the company by managing general office operations and providing secretarial and administrative assistance to the management team.

### Jobs Near Me

#### Responsibilities:

- General office management (filing, scanning, photocopying, etc.)
- Coordinating and organizing meetings, events, and conferences
- Providing secretarial and administrative support to the management team
- Answering calls and responding to emails

(adsbygoogle = window.adsbygoogle || []).push({});

**DTDC Careers**

DTDC

*jobcitylive - Jobs In India - Job Vacancies In India. Apply Thousands of Job Openings In India, India's Job Portal. Explore India Jobs Across Top Companies Now!*  
<https://jobtalent.jobcitylive.com>

**Skills:**

- Excellent organizational skills
- Strong communication and interpersonal skills

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```