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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

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Valid through
31.12.2025

Base Salary

Rs. 11,000 - Rs. 15,000

APPLY NOW

Qualifications

12th Pass & Graduate

Employment Type

Full-time

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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.

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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

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DTDC Careers

DTDC

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Skills:

- Excellent organizational skills
- Strong communication and interpersonal skills

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

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