

NBCC Recruitment 2023 – Apply Online – Office Executive Post

Hiring organization

NBCC (India) Limited

Job Location

India

Remote work from: India

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Base Salary

Rs. 15,000 - Rs. 18,000

Date posted

January 23, 2023

Valid through

31.12.2025

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

NBCC Recruitment 2023

The office executive is responsible for a wide range of general office and clerical duties.

NBCC Jobs Near Me

Responsibilities:-

- General office duties, such as answering phones, greeting guests, and handling mail
- Filing and organizing documents
- Coordinating meetings and scheduling appointments
- Preparing invoices and other financial documentation

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Skills:

- Excellent communication and organizational skills
- Strong attention to detail

- Proficiency in MS Office

Important Links

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

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