



<https://jobtalent.jobcitylive.com/job/nbcc-recruitment-2023-apply-online-office-executive-post/>

## NBCC Recruitment 2023 – Apply Online – Office Executive Post

**Hiring organization**  
NBCC (India) Limited

### Job Location

India  
Remote work from: India

**Date posted**  
January 23, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 15,000 - Rs. 18,000

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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