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## Patanjali Careers 2023 – Jobs Near Me – Office Executive Job

**Hiring organization**  
Patanjali

### Job Location

Hyderabad, Telangana, India  
Remote work from: India

**Date posted**  
March 15, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Patanjali Recruitment 2022

We are looking for an Office Executive to join our team. This position is responsible for providing general office support to the company.

### Jobs Near Me

#### Responsibilities:

- Answer and direct phone calls
- Order office supplies and track inventory
- Maintain contact lists
- Schedule and coordinate meetings and appointments
- Track deadlines and correspondence

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## Patanjali Careers

### Skills:

-Proficient in Microsoft Office Suite

Strong organizational skills

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

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