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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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