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Patanjali Recruitment 2023 – Executive Assistant

Job Location

Hyderabad, Telangana, India
Remote work from: India

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Base Salary

Rs. 22,000 - Rs. 25,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Patanjali Recruitment 2022

Executive Assistant job notification has been published in Patanjali.

An Executive Assistant plays a key role in providing executive-level support to their employer. In order to effectively manage this role, there are a variety of key skills they must possess. These skills include strong communication, multitasking, and organizational capabilities, as well as the ability to handle sensitive information with discretion. Executive Assistants must also have excellent interpersonal skills, making them adept at interacting with a range of people, both within and outside of the organization.

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They must also have the capacity to prioritize tasks and manage multiple projects simultaneously, while meeting tight deadlines and maintaining a high standard of accuracy. Furthermore, they must have a general understanding of business operations and the ability to use technology effectively to complete tasks. These skills are essential to ensuring the success of an Executive Assistant.

Hiring organization

Patanjali

Date posted

December 30, 2022

Valid through

30.06.2023

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Patanjali Careers

An Executive Assistant is responsible for providing high-level administrative support to an executive or group of executives. This may include maintaining calendars, scheduling meetings, managing travel arrangements, preparing reports, coordinating events and activities, and managing communication among executives, staff, clients, and other stakeholders. An Executive Assistant must also have excellent organizational and communication skills, as well as a professional attitude and demeanor. They must also be able to handle confidential and sensitive information with discretion. An Executive Assistant should be able to stay organized, prioritize tasks, and manage their time efficiently. Additionally, they should have a knack for problem solving and be able to anticipate needs of the executive team.

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