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Patanjali Recruitment 2023 – Jobs Near Me – Office Executive Posts

Hiring organization
Patanjali

Job Location

Hyderabad, Telangana, India
Remote work from: India

Date posted
January 7, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 20,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Patanjali Recruitment 2022

The Office Executive is responsible for providing operational support to the Office Manager and other members of the management team.

Jobs Near Me

Responsibilities:

- Answer and direct phone calls
- Prepare meeting and conference rooms
- Handle routine correspondence and prepare reports
- Provide excellent customer service
- Resolve customer issues

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Patanjali Careers

Requirements:

- Bachelor's degree in Marketing, Business Administration, or related field
- Strong knowledge of digital marketing tools and strategies

Important Skills Excellent communication and project management skills

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

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