



<https://jobtalent.jobcitylive.com/job/patanjali-recruitment-2023-jobs-near-me-office-executive-posts/>

## 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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