



<https://jobtalent.jobcitylive.com/job/sbi-careers-2023-government-jobs-executive-assistant-post/>

## SBI Recruitment 2023 – Government Jobs – Executive Assistant Post

**Hiring organization**  
SBI

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

### Date posted

February 20, 2023

### Valid through

31.12.2025

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

Rs. 10,000 - Rs. 22,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## SBI Recruitment 2023

The Executive Assistant must be able to handle sensitive and confidential information with discretion. Excellent organizational skills and attention to detail are essential.

### Jobs For Freshers

#### Responsibilities:

Prepare materials for meetings, including agendas, briefings, and presentations

Coordinate travel arrangements

Handle general administrative tasks, such as correspondence, filing, and billing

(adsbygoogle = window.adsbygoogle || []).push({});

### Jobs Near Me

#### Requirements:

SBI

jobcitylive - Jobs In India - Job Vacancies In India. Apply  
Thousands of Job Openings In India, India's Job Portal. Explore  
India Jobs Across Top Companies Now!  
<https://jobtalent.jobcitylive.com>

At least 3 years of experience

Strong organizational skills

Excellent communication skills, both oral and written

Proficient in Microsoft Office

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});