SBI Jobs 2023 – Apply Online – Executive Assistant Post

Hiring organization
SBI

Job Location
Bengaluru, Karnataka, India
Remote work from: India

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Date posted
February 7, 2023

Valid through
30.06.2023

Base Salary
Rs. 10,000 - Rs. 22,000

APPLY NOW

Qualifications

Graduate

Employment Type
Full-time

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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

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Requirements:

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**

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