



<https://jobtalent.jobcitylive.com/job/sbi-recruitment-2023-apply-online-executive-assistant-job/>

## SBI Recruitment 2023 – Apply Online – Executive Assistant Job

**Hiring organization**  
SBI

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

### Date posted

February 24, 2023

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### Valid through

31.12.2025

### 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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