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SBI Recruitment 2023 – Freshers Jobs – Executive Assistant Post

Hiring organization
SBI

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
January 30, 2023

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Valid through
30.06.2023

Base Salary

Rs. 10,000 - Rs. 22,000

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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

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