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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

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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### Jobs Near Me

#### Requirements:

SBI

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At least 3 years of experience

Strong organizational skills

Excellent communication skills, both oral and written

Proficient in Microsoft Office

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