



<https://jobquest.jobsleworld.com/job/amazon-recruitment-2023-jobs-near-me-virtual-assistant-post-2/>

Amazon Recruitment 2023 – Jobs Near Me – Virtual Assistant Post

Job Location

India
Remote work from: India

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Base Salary

Rs. 15,000 - Rs. 20,000

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Amazon Recruitment 2023

The virtual assistant will provide secretarial and administrative support to the CEO of a tech company.

Work From Home Jobs

Responsibilities: -Drafting correspondence, emails, and other documents
-Managing the CEO's calendar and scheduling appointments -Organizing and preparing materials for meetings -Coordinating and tracking project progress

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Jobs Near Me

Qualifications: -High school diploma or equivalent -At least 2 years of experience providing executive support -Strong typing skills and excellent command of grammar and spelling

Important Links

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

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Hiring organization

Amazon

Date posted

January 23, 2023

Valid through

30.09.2023

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