

Axis Bank Recruitment 2023 – Jobs For Freshers – Executive Assistant Job

Hiring organization

Axis Bank

Job Location

India

Remote work from: India

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Base Salary

Rs. 12,000 - Rs. 19,000

Date posted

February 16, 2023

Valid through

30.09.2025

APPLY NOW

Qualifications

Graduate, Post Graduate

Employment Type

Full-time

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Description

Axis Bank Jobs in India

The Executive Assistant will provide administrative support to the President and CEO.

Jobs For Freshers

Responsibilities:-

- Calendar management, scheduling appointments, and arranging travel
- Managing and prioritizing multiple competing priorities
- Drafting and preparing correspondence, reports, and other documents
- Liaising with vendors and outside service providers

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Work From Home

Qualifications:-

- 3-5 years of executive assistant experience supporting a CEO or President
- Excellent communication skills, both written and oral

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

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