



<https://jobquest.jobsworld.com/job/bajaj-auto-recruitment-2023-jobs-near-me-virtual-assistant-post/>

## Bajaj Auto Recruitment 2023 – Jobs Near Me – Virtual Assistant Post

**Hiring organization**  
Bajaj Auto

### Job Location

India  
Remote work from: India

**Date posted**  
January 23, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
30.09.2025

### Base Salary

Rs. 8,000 - Rs. 17,000

APPLY NOW

### Qualifications

10th, 12th, Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Bajaj Auto Recruitment 2023

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

### Bajaj Auto Work From Home Jobs

**Responsibilities:**-Organizing and preparing materials for meetings -Coordinating and tracking project progress -Monitoring and responding to email and voicemail

(adsbygoogle = window.adsbygoogle || []).push({});

### Bajaj Auto Jobs For Freshers

#### Qualifications:

-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](#)

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

