



<https://jobquest.jobsleworld.com/job/bharti-airtel-recruitment-2023-all-india-jobs-free-job-alert-virtual-assistant-post/>

Bharti Airtel Careers 2023 – All India Jobs – Free Job Alert – Virtual Assistant Post

Hiring organization
Bharti Airtel

Job Location

India
Remote work possible

Date posted
May 19, 2023

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Valid through
31.12.2023

Base Salary

Rs. 12,000 - Rs. 17,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Bharti Airtel Jobs in India

As a Virtual Assistant, you will play a vital role in managing various tasks, coordinating schedules, and ensuring effective communication. Your exceptional organizational skills, attention to detail, and ability to work independently will be crucial in this remote working position.

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Bharti Airtel Jobs For Freshers

Responsibilities:

1. Manage calendars, schedule appointments, and coordinate meetings for team members.
2. Handle and respond to emails, messages, and phone calls in a timely and professional manner.
3. Conduct research and gather information on specific topics to support projects and decision-making.
4. Organize and facilitate virtual meetings, webinars, and conference calls.
5. Maintain and update databases, ensuring data accuracy and confidentiality.

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Bharti Airtel Work From Home Jobs

Qualifications:

1. Professionalism, integrity, and the ability to maintain confidentiality.
2. Attention to detail and accuracy in managing schedules, handling administrative tasks, and maintaining records.
3. Proficient in using productivity software such as Microsoft Office (Word, Excel, PowerPoint) and Google Suite.
4. High school diploma or equivalent; additional certifications in administration or related fields are a plus.
5. Proven experience as a Virtual Assistant or in a similar remote administrative role.
6. Ability to work independently and remotely, demonstrating self-motivation and accountability.

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

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