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Blinkit Jobs 2023 – Jobs Near Me – Administrative Assistant Post

Hiring organization
Blinkit

Job Location

India
Remote work from: India

Date posted
January 13, 2023

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Valid through
31.12.2025

Base Salary

Rs. 11,000 - Rs. 18,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Blinkit Recruitment 2023

The Administrative Assistant is responsible for providing support to the department head and other staff.

Blinkit Work From Home Jobs

Responsibilities:

Answer phones and respond to emails

Schedule meetings and appointments

Prepare reports

Handle travel arrangements

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Blinkit Jobs For Freshers

Qualifications:

Blinkit

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High school diploma

At least 2 years of experience in an administrative role

Familiarity with Microsoft Office Suite

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

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