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Blinkit Careers 2023 – 2+Years Exp – Jobs – Administrative Assistant Post

Hiring organization
Blinkit

Job Location

India
Remote work from: India

Date posted
May 11, 2023

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Valid through
30.09.2025

Base Salary

Rs. 15,000 - Rs. 24,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Blinkit Recruitment 2023

We are seeking a skilled Administrative Assistant to join our team at Blinkit headquarters. The ideal candidate will be responsible for providing high-level administrative support to the management team, ensuring effective and efficient office operations, and coordinating and executing various administrative tasks.

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Responsibilities:

- Providing administrative support to management and staff, including answering and directing phone calls, managing calendars, scheduling appointments, and arranging travel arrangements.
- Assisting with the preparation and distribution of company documents, reports, and presentations.
- Maintaining and organizing company files, databases, and records, both physical and electronic.

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Blinkit Jobs Careers

Skills:

- Strong organizational and time management skills, with the ability to prioritize and multi-task effectively.
- Excellent communication skills, both written and verbal.

Important Links Proficiency in Microsoft Office, including Word, Excel, and PowerPoint

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

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