



<https://jobquest.jobsleworld.com/job/blinkit-recruitment-2023-jobs-near-me-executive-officer-post/>

Blinkit Recruitment 2023 - Jobs Near Me - Executive Officer Post

Hiring organization
Blinkit

Job Location

India
Remote work from: IND

Date posted
June 24, 2023

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Valid through
30.09.2025

Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Blinkit Recruitment 2023

Blinkit is looking for an Executive Officer to join our team. In this role, you will be responsible for providing administrative support to the senior management team. You will also be responsible for managing the company's calendar, coordinating travel arrangements, and handling other administrative tasks.

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Blinkit Careers

Responsibilities:

- Provide administrative support to the senior management team
- Manage the company's calendar
- Coordinate travel arrangements
- Handle other administrative tasks
- Maintain confidentiality of company information
- Stay up-to-date on industry trends and best practices

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Blinkit Jobs Near Me

Skills:

- Excellent organizational and time management skills
- Strong attention to detail
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite

Important Links Ability to work independently and as part of a team **Find the Link in [Apply Now](#) Button**

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