

## Byju's Careers 2023 – Jobs Near Me – Office Staff Post

**Hiring organization**  
Byju's

### Job Location

India  
Remote work from: IND

**Date posted**  
September 20, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 15,000 - Rs. 20,500

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Byju's Recruitment 2023

BYJU'S is looking for professional and organized Office Staff to join our team.

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### Responsibilities:

- Provide administrative support to staff, such as scheduling meetings, preparing presentations, and managing travel arrangements
- Manage and organize files and records, including paper and electronic documents
- Prepare presentations and reports for staff and management
- Answer and direct phone calls to the appropriate staff members
- Greet and assist visitors in a professional and courteous manner

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### Skills:

- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

### Important Links

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

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