



<https://jobquest.jobsworld.com/job/colgate-recruitment-2023-job-for-freshers-virtual-assistant-post/>

Colgate Recruitment 2023 – Job For Freshers – Marketing Consultant Post

Hiring organization
Colgate

Job Location

India
Remote work from: India

Date posted
April 20, 2023

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Valid through
30.09.2025

Base Salary

Rs. 9,000 - Rs. 19,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Colgate Jobs in India

The virtual assistant will provide administrative support to the CEO of a small business.

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Responsibilities:

- Answer phones and take messages
- Organize and schedule appointments
- Handle correspondence, including emails
- Provide customer service
- Make travel arrangements

Qualifications: –

Minimum of high school diploma or equivalent

-Strong organizational skills

-Attention to detail

-Familiarity with Microsoft Office

Important Links

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

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