



<https://jobquest.jobsworld.com/job/colgate-recruitment-2023-jobs-near-me-executive-assistant-post/>

Colgate Recruitment 2023 – Jobs Near Me – Executive Assistant Post

Hiring organization
Colgate

Job Location

India
Remote work from: India

Date posted
March 18, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 19,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Colgate Recruitment 2023

The Executive Assistant provides executive-level administrative support to the CEO and President. This includes managing the CEO/President's calendar, screening and routing calls, preparing agenda items and taking notes during meetings, composing and preparing correspondence, and handling confidential and sensitive information.

Colgate Jobs Near Me

The Executive Assistant must be able to maintain a high level of discretion and diplomacy when interacting with CEO/President's clients, colleagues, and partners.

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Colgate Jobs For Freshers

Responsibilities:

- Manage the CEO/President's calendar by scheduling meetings, maintaining an up-to-date calendar, and coordinating meeting logistics
- Screen and route calls, taking messages as appropriate
- Prepare agenda items and take notes during meetings
- Compose and prepare correspondence
- Maintain confidential and sensitive information

Qualifications:

- Proven experience as an Executive Assistant or in a similar role
- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills
- Ability to work independently and take initiative
- Proficient in Microsoft Office

Important Links

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

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