

## DTDC Careers 2023 – Jobs Near Me – Executive Assistant Post

**Hiring organization**  
DTDC

### Job Location

India  
Remote work from: India

**Date posted**  
January 23, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 11,000 - Rs. 19,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## DTDC Jobs 2023

The Executive Assistant will provide administrative support to the President and CEO of the company.

### Jobs Near Me

Responsibilities:

- Answer and manage incoming calls
- Coordinate and schedule appointments
- Manage email and correspondence

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### Jobs For Freshers

Qualifications:

- At least 5 years of administrative experience

- Experience supporting a executive level position
- Familiarity with Microsoft Office

### Important Links

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

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