

Emami Recruitment 2023 – Fast Job – Executive Assistant Jobs

Hiring organization
Emami

Job Location

India
Remote work from: IND

Date posted
September 23, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 50,000

APPLY NOW

Qualifications

10th,12th passed/Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Emami Recruitment 2023

We are currently seeking a professional and dedicated Executive Assistant to join our team. As an Executive Assistant, you will provide high-level administrative support to our executives, ensuring their schedules run smoothly and assisting with various tasks to enhance overall productivity. This is an excellent opportunity for a fresher with strong organizational skills and a proactive approach to kick-start their career in a dynamic and fast-paced environment.

(adsbygoogle = window.adsbygoogle || []).push({});

Responsibilities:

- Manage the executives' calendars, schedule meetings, and coordinate appointments, ensuring efficient time management.
- Handle incoming calls, emails, and other communications, and respond to or redirect them as appropriate.
- Prepare and edit documents, presentations, and reports, ensuring accuracy and professionalism.
- Assist in preparing meeting agendas, attend meetings, and take detailed minutes.
- Conduct research and gather information to support decision-making and project execution.
- Maintain confidential records, files, and documents with the utmost discretion and integrity.
- Coordinate travel arrangements, including booking flights, accommodations,

and transportation.

- Assist in budget management by tracking expenses, preparing expense reports, and reconciling invoices.
- Collaborate with cross-functional teams and departments to facilitate smooth communication and execution of projects.
- Handle general administrative tasks such as filing, data entry, and maintaining office supplies.
-

(adsbygoogle = window.adsbygoogle || []).push({});

Skills:

- Skills and Qualifications:
 1. Strong organizational and time management skills, with the ability to multitask and prioritize effectively.
 2. Excellent verbal and written communication skills, with a keen eye for detail.
 3. Proficiency in using office software and applications, including MS Office Suite (Word, Excel, PowerPoint, Outlook).
 4. Proactive mindset and the ability to anticipate needs and take initiative.
 5. Exceptional interpersonal skills and the ability to work well with individuals at all levels.
 6. Strong problem-solving skills and the ability to handle challenges with composure and professionalism.
 7. Bachelor's degree in any discipline is preferred.
 8. Freshers with a passion for administrative work and a desire to learn and grow are encouraged to apply.

Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});