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Havells India Limited Recruitment 2023 – Freshers Jobs – Executive Assistant Post

Hiring organization
Havells India Limited

Job Location

India
Remote work from: India

Date posted
January 24, 2023

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Valid through
30.09.2025

Base Salary

Rs. 16,000 - Rs. 21,000

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Havells India Limited Recruitment 2023

The Executive Assistant will provide executive support to the President of the company.

Jobs Near Me

Responsibilities:- • Drafting and preparing correspondence, memos, reports, and other documents • Organizing and maintaining diaries and schedules for the CEO and other executives • Arranging meetings and appointments • Preparing PowerPoint presentations

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Jobs For Freshers

Qualifications:- • Proven experience as an Executive Assistant or Senior Administrator • Strong organizational skills and attention to detail • Excellent communication and interpersonal skills • Fluency in English

Important Links

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