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Hotstar Recruitment 2023 – Freshers Jobs – Virtual Assistant Post

Hiring organization
Hotstar

Job Location

India
Remote work from: India

Date posted
May 6, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 28,000

APPLY NOW

Qualifications

Graduate,

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Hotstar Recruitment 2023

The virtual assistant should have excellent organizational skills, be able to manage multiple tasks simultaneously, and have excellent verbal and written communication skills.

Hotstar Work From Home Jobs

Responsibilities:

- Answering phones and directing calls
- Screening and directing emails
- Word processing, preparing spreadsheets, creating presentations
- Managing calendars and schedules
- Arranging meetings and conference calls
- Booking travel arrangements

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Hotstar Jobs For Freshers

Requirements

- Proven experience as an administrative assistant or office manager
- Knowledge of office procedures and equipment
- Strong computer literacy, including MS Office Suite
- Excellent communication and interpersonal skills

Organized and resourceful team player

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

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