

## Infosys Recruitment 2023 - Job Near Me - Administrative Assistant Post

**Hiring organization**  
Infosys

### Job Location

India  
Remote work from: India

### Date posted

February 15, 2023

### Valid through

31.12.2025

### Base Salary

Rs. 18,000 - Rs. 27,000

APPLY NOW

### Qualifications

10th, 12th, Graduate

### Employment Type

Full-time

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### Description

#### Infosys Recruitment 2023

The Administrative Assistant will provide administrative support to the Executive Director and other company executives.

#### Infosys Apply Online

#### Qualifications:

- Proven experience as an administrative assistant or in a similar role
- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills
- proficiency in Microsoft Office

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### **Infosys Jobs For Freshers**

They must also be able to work independently and be able to handle multiple tasks simultaneously.

#### **Responsibilities:**

- Maintain executive calendar and schedule appointments
- Prepare meeting agendas and take minutes
- Handle correspondence, including emails and phone calls
- Coordinate travel arrangements
- Organize and maintain files

#### **Important Links**

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

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