

Lenskart Recruitment 2023 – 2+ Years Experienced Required – Executive Assistant Posts

Hiring organization

Lenskart

Job Location

India

Remote work from: India

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Base Salary

Rs. 17,000 - Rs. 27,500

Date posted

April 1, 2023

Valid through

31.12.2025

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experienced Required

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Description

Lenskart Recruitment 2023

The EA provides executive support in a one-on-one working relationship. The EA is also responsible for developing systems and processes to help the executive function more effectively.

Lenskart Jobs Near Me

The EA manages the executives' schedules, organizes and prioritizes their work, handles information flow and interfacing, and provides occasional backup coverage for phones and front desk.

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Jobs For Freshers

Responsibilities:

- Handle incoming communication and relay messages as appropriate
- Act as gatekeeper for the executive's time, screening calls and requests as appropriate and handling priorities
- Manage the executive's calendar, arranging both internal and external appointments (including coordinating with other assistants as necessary)
- Book travel and handle all arrangements relating to the executive's travel, including meeting with travel agents, review of itineraries, compiling of packing lists etc.
- Handle general administrative duties such as preparing invoices, renewing

subscriptions, ordering supplies etc.

Assist with writing speeches, reports and other communications as needed.

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

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