

## Lenskart Recruitment 2023 - Job Freshers - Executive Assistant Posts

**Hiring organization**  
Lenskart

### Job Location

India  
Remote work from: India

**Date posted**  
March 12, 2023

**Valid through**  
31.12.2025

### Base Salary

Rs. 20,000 - Rs. 27,500

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Lenskart Recruitment 2023

The Executive Assistant Post is a highly responsible position that coordinates and oversees all administrative activities for the CEO.

The position is also responsible for providing support to the CEO by managing their calendar, preparing reports, and coordinating meeting logistics.

### Jobs Near Me

The ideal candidate will be able to thrive in a fast-paced environment while juggling multiple tasks simultaneously. Excellent communication and organizational skills are essential.

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### Jobs For Freshers

#### Responsibilities:

- Coordinate and oversee all administrative activities for the CEO.
- Manage the CEO's calendar.
- Prepare reports.
- Coordinate meeting logistics.
- Maintain confidential files.

#### Requirements:

- Bachelor's degree or equivalent experience.
- At least 3 years of experience as an executive assistant.

Excellent communication and organizational skills

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

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