



<https://jobquest.jobsworld.com/job/nerolac-recruitment-2023-work-from-home-jobs-virtual-assistant-post/>

Nerolac Career 2023 – Work From Home Jobs – Virtual Assistant Post

Hiring organization
Nerolac

Job Location

Remote work possible

Date posted
June 23, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 50,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time, Work From Home

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Description

Nerolac Recruitment 2023

Job Title: Virtual Assistant

Location: Remote

Reports To: CEO

Summary:

The Virtual Assistant is responsible for providing administrative support to the CEO and other executives at Nerolac. This includes tasks such as managing email, scheduling appointments, and providing research and administrative support. The ideal candidate will be organized, efficient, and have excellent communication skills.

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Responsibilities:

- Manage the CEO's email inbox and respond to emails in a timely and professional manner
- Schedule appointments for the CEO and other executives

- Provide research and administrative support to the CEO and other executives
- Manage the CEO's calendar and ensure that appointments are kept on track
- Other duties as assigned

Skills:

- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Proficient in Microsoft Office Suite
- Experience with customer service
- Ability to work independently and as part of a team

Qualifications:

- Bachelor's degree in business administration or a related field
- 1+ years of experience in an administrative or virtual assistant role
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

Important Links

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

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