



<https://jobquest.jobsworld.com/job/patanjali-recruitment-2023-jobs-near-me-executive-assistant-post/>

## Patanjali Recruitment 2023 – Jobs Near Me – Executive Assistant Post

**Hiring organization**  
Patanjali

### Job Location

Chamaon, 221003, Varanasi, Uttar Pradesh, India

**Date posted**  
June 21, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 9,000 - Rs. 15,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Patanjali Recruitment 2023

### Executive Assistant

#### Job Description

Patanjali is looking for an Executive Assistant to join our team in Chamaon, Uttar Pradesh. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and interpersonal skills. The Executive Assistant will be responsible for providing administrative support to the company's CEO, including:

- Managing the CEO's calendar and scheduling appointments.
- Handling correspondence and preparing presentations.
- Organizing travel and arranging accommodations.
- Providing general administrative support.

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#### Responsibilities

- Manage the CEO's calendar and schedule appointments.
- Handle correspondence and prepare presentations.

- Organize travel and arrange accommodations.
- Provide general administrative support.
- Other duties as assigned.

### **Skills**

- Excellent organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

### **Qualifications**

- Bachelor's degree in business administration, secretarial science, or a related field.
- 1-2 years of experience as an executive assistant or a related role.
- Excellent organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.

### **Important Links**

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

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