



<https://jobquest.jobsleworld.com/job/phonepe-jobs-2023-2-years-experience-required-executive-assistant/>

PhonePe Jobs 2023 - 2+ Years Experience Required - Executive Assistant

Hiring organization
PhonePe

Job Location

India
Remote work from: India

Date posted
April 19, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

PhonePe Jobs in India

The Executive Assistant will also be responsible for the coordination of departmental activities and the fulfillment of departmental requests.

PhonePe Jobs Near Me

The Executive Assistant will provide administrative support to the CEO of a major tech company. This will include organizing and maintaining the CEO's calendar, managing travel arrangements, and preparing reports and correspondence.

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PhonePe Careers

Responsibilities:

- Organize and maintain the CEO's calendar
- Manage travel arrangements
- Prepare reports and correspondence
- Coordinate departmental activities
- Fulfill departmental requests

Requirements:

- Bachelor's degree or equivalent experience
- 3-5 years of executive administrative experience
- Strong organizational skills
- Excellent communication skills

Important Links

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

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