



<https://jobquest.jobsworld.com/job/virtual-assistant-post-google-recruitment-2023-job-near-me/>

## Virtual Assistant Post – Google Recruitment 2023 – Job Near Me

**Hiring organization**  
Google

### Job Location

Badarkha, 382276, Ahmedabad, Gujarat, Indian

**Date posted**  
June 23, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 25,000 - Rs. 90,000

**APPLY NOW**

### Qualifications

10th, 12th, Graduate

### Employment Type

Full-time

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### Description

#### Google Recruitment 2023

**Job Title:** Virtual Assistant

**Location:** Badarkha, Ahmedabad, India

**Reports To:** Manager, Virtual Assistants

#### Summary:

The Virtual Assistant is responsible for providing administrative and technical support to Google's employees. This includes tasks such as scheduling appointments, managing calendars, responding to emails, and providing research support. The ideal candidate will have a strong understanding of office administration and be able to work independently and as part of a team.

#### Responsibilities:

- Schedule appointments
- Manage calendars
- Respond to emails
- Provide research support
- Other duties as assigned

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## Google Jobs For Freshers

### Skills:

- Strong understanding of office administration
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to learn new technologies quickly

### Qualifications:

- Bachelor's degree or equivalent experience
- 1+ years of administrative experience

Experience with a variety of office productivity software

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

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