

XpressBees Recruitment 2023 – Jobs Near Me – Executive Assistant Post

Hiring organization
XpressBees

Job Location

India
Remote work from: India

Date posted
March 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 14,000 - Rs. 17,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

XpressBees Recruitment 2023

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.

XpressBees Work From Home Jobs

Qualifications:

- Bachelor's degree in marketing, communications, or a related field
- At least 2 years of experience managing social media accounts
- Familiarity with SEO and social media measurement tools
- Experience developing and executing promotional campaigns

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XpressBees Jobs For Freshers

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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