

## XpressBees Recruitment 2023 – Jobs Near Me – Virtual Assistant Post

**Hiring organization**  
XpressBees

### Job Location

India  
Remote work from: India

**Date posted**  
March 2, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 10,000 - Rs. 17,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## XpressBees Recruitment 2023

The virtual assistant will be responsible for providing administrative support to the CEO.

### XpressBees Work From Home Jobs

#### Qualifications:

- High school diploma or equivalent
- 1-2 years of administrative experience
- Excellent communication and interpersonal skills
- Strong organizational skills

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### **XpressBees Jobs For Freshers**

We are looking for a Virtual Assistant to provide administrative support to our team.

#### **Responsibilities:**

- Answer telephones and direct calls to appropriate personnel
- Take messages and relay them to the appropriate individual • Greet and escort guests to the office
- Handle incoming and outgoing mail

Coordinate office activities and events

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

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