



<https://govhelp.in/job/airtel-career-work-from-home-jobs-executive-officer-posts/>

Airtel Career – Work From Home Jobs – Executive Officer Posts

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD. 15 - USD. 23

Qualifications

12th Passed/Graduate

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Employment Type

Full-time, Work From Home

Description

Airtel Career

Be a Part of Connecting India: Executive Officer at Airtel

About Airtel

Airtel is a leading telecommunications company in India, with a vision to enrich lives by delivering world-class connectivity. For over 25 years, they've been at the forefront of innovation, connecting millions of people across India. They offer a range of exciting products and services, from mobile phones and internet plans to digital payments and entertainment. If you're passionate about technology and helping people connect, then Airtel could be the perfect place for you to launch your career.

The Position: Executive Officer

The Executive Officer role is a dynamic and multifaceted position that offers a fantastic opportunity to make a real impact in a fast-paced environment. As an Executive Officer, you'll play a key role in supporting various Airtel departments, providing administrative and operational assistance. This is a great opportunity for a motivated and organized individual to gain valuable experience in the telecommunications industry.

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Hiring organization

Airtel

Date posted

April 13, 2024

Valid through

31.12.2024

APPLY NOW

What You'll Do

- Provide administrative support to a designated team or department.
- Manage day-to-day operations, ensuring smooth workflow and efficiency.
- Prepare presentations, reports, and other documents with accuracy and attention to detail.
- Schedule meetings, manage calendars, and handle travel arrangements.
- Communicate effectively with colleagues, clients, and stakeholders.
- Maintain and update company databases and records.
- Assist with project management tasks, including data collection and analysis.
- Follow company policies and procedures.

We're Looking For You If You Have

- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- Proficient in computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint).
- A keen eye for detail and accuracy.
- The ability to work independently and as part of a team.
- A positive attitude and a willingness to learn.

Experience? Not Required!

This is a great opportunity for both fresh graduates and individuals with a few years of experience under their belts. We value potential and a willingness to learn, so if you're a fast learner and eager to contribute, we encourage you to apply!

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Why Join Airtel?

- **Be part of a leading company:** Airtel is a dynamic and innovative company that's shaping the future of telecommunications in India. You'll have the opportunity to work with a talented team and contribute to exciting projects.
- **Learn and grow:** We offer a supportive work environment that encourages learning and development. You'll have access to training programs and opportunities to develop your skills.
- **Make a difference:** Your work will help connect people across India and provide them with essential communication tools.
- **Competitive benefits:** We offer a competitive salary and benefits

package, including health insurance, paid time off, and opportunities for professional development.

- **Positive and collaborative work environment:** We value teamwork and a positive attitude. You'll be working with supportive colleagues who are passionate about what they do.

How to Apply

Ready to join the Airtel team? Check out our careers page on the Airtel website for more information and to submit your application. We look forward to hearing from you!

Join Us and Make a Connection!

We're looking for enthusiastic and motivated individuals who are eager to learn and contribute to our success. If you're looking for a challenging and rewarding career in a dynamic industry, then Airtel is the place for you! We offer a supportive work environment, competitive benefits, and the opportunity to make a real difference. Apply today and take the first step towards an exciting future at Airtel!

General Overview

As an Executive Officer at Airtel, you'll play a vital role in supporting the company's operations. You'll be responsible for a variety of tasks, from administrative duties to project management. This is a great opportunity to gain valuable experience in the telecommunications industry and develop your professional skills.

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Important Links

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