



<https://govhelp.in/job/amul-recruitment-2023-jobs-near-me-executive-assistant-post/>

Amul Jobs 2023 – Jobs Near Me – Executive Assistant Post

Job Location

India
Remote work from: India

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Base Salary

USD. 10,000 - USD. 16,000

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Amul Recruitment 2023

Amul, the leading dairy products company in India, is seeking a highly motivated and organized Executive Assistant to provide support to the CEO and other top-level executives. As an Executive Assistant, you will be responsible for managing schedules, coordinating travel arrangements, preparing reports and presentations, conducting research, and handling confidential information.

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Amul Jobs Near Me

Responsibilities:

- Manage calendars, schedule meetings and appointments, and make travel arrangements for the CEO and other top-level executives.
- Prepare reports, presentations, and correspondence as directed by the executives.
- Conduct research on various topics, and provide relevant information to the executives.
- Manage and maintain records, documents, and confidential information.
- Coordinate with other departments and teams as required.
- Monitor and respond to emails and phone calls in a timely manner.
- Attend meetings and take minutes, and follow up on action items as necessary.
- Perform any other duties as assigned by the executives.

Hiring organization

Amul

Date posted

May 13, 2023

Valid through

31.12.2023

APPLY NOW

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Amul Careers

Qualifications:

- Bachelor's degree in Business Administration, Management or related field.
- Minimum of 2-3 years of experience as an Executive Assistant or similar role.
- Excellent communication, interpersonal, and organizational skills.
- Ability to prioritize tasks, manage multiple deadlines, and work well under pressure.
- Strong attention to detail and accuracy.
- Proficiency in MS Office and other relevant software.
- Ability to maintain confidentiality and handle sensitive information.
- Flexibility to work extended hours if required.

Important Links

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

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