



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

Britannia Recruitment 2023 – Jobs Near Me – Executive Assistant Post

Hiring organization
Britannia

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
March 25, 2023

Valid through
31.12.2025

Base Salary

USD. 11,000 - USD. 17,500

APPLY NOW

Qualifications

Graduate, 12Th Passed

Employment Type

Full-time

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Description

Britannia Recruitment 2023

The Executive Assistant provides administrative support to the executive team.

Britannia Careers

Responsibilities:

- Maintain calendars and schedules for the executive team
- Coordinate meeting logistics, including setting up conference calls
- Prepare presentations and reports
- Handle correspondence

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Britannia Jobs Near Me

Qualifications:

- Proven experience as an executive assistant
- Excellent organizational skills
- Strong communication and interpersonal skills

Important Links

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

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