

Ecom Express Recruitment 2023 – Jobs Near Me – Executive Assistant Post

Hiring organization

Ecom Express

Job Location

Kolkata, West Bengal, India

Remote work from: India

Date posted

April 21, 2023

Valid through

31.12.2025

Base Salary

USD. 11,000 - USD. 17,500

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Qualifications

Graduate, 12Th Passed

Employment Type

Full-time

Description

Ecom Express Recruitment 2023

The Executive Assistant provides administrative support to the executive team.

Ecom Express 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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Ecom Express Jobs Near Me

Qualifications:

- Proven experience as an executive assistant
- Excellent organizational skills

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