



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

## Ford Recruitment 2023 – Jobs Near Me – Administrative Assistant Post

**Hiring organization**  
Ford

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

**Date posted**  
March 14, 2023

**Valid through**  
31.12.2025

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### Base Salary

USD. 10,000 - USD. 16,500

APPLY NOW

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

## Ford Recruitment 2023

The administrative assistant provides administrative support to the department head and other managers within the company.

Ford Jobs Near Me

### Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Maintain contact lists
- Create and maintain databases

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Ford Careers

### Qualifications:

- High school diploma
- At least 1 year of administrative experience
- Familiarity with office equipment and software

## Important Links

Find the Link in [Apply Now](#)

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