



<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](#) Button

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