



<https://govhelp.in/job/lenskart-recruitment-2023-2years-exp-jobs-near-me-executive-assistant-post/>

Lenskart Careers 2023 – 2+Years Exp – Jobs Near Me – Executive Assistant Post

Hiring organization
Lenskart

Job Location

India
Remote work from: Brazil

Date posted
May 26, 2023

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Valid through
31.12.2023

Base Salary

Rs. 10,000 - Rs. 15,000

APPLY NOW

Qualifications

Graduate, 12th Passed

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Lenskart Recruitment 2023

As an Executive Assistant, you will provide high-level administrative support to executives or senior management within the organization. Your role will involve managing schedules, coordinating meetings, handling confidential information, and facilitating smooth communication between the executive and various stakeholders. You will be a trusted partner, demonstrating professionalism, efficiency, and excellent organizational skills to enhance the productivity and effectiveness of the executive you support.

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Lenskart. Jobs Work From Home

Responsibilities:

- Coordinate and manage the executive's calendar, including scheduling meetings, appointments, and travel arrangements.
- Arrange and organize meetings, conferences, and events, including logistics, invitations, and agenda preparation.
- Take accurate minutes, and provide timely follow-up on action items.
- Manage incoming and outgoing correspondence on behalf of the executive, including emails, letters, and phone calls.

- Make travel arrangements, including flight bookings, hotel accommodations, and ground transportation.

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Lenskart Jobs Near Me

Qualifications:

- Bachelor's degree in business administration, communications, or a related field (preferred).
- Proven experience as an Executive Assistant or in a similar role.
- Excellent organizational and time management skills.
- Strong attention to detail and ability to prioritize tasks.
- Exceptional communication and interpersonal skills.
- Proficiency in using productivity tools, such as MS Office (Word, Excel, PowerPoint) and calendar management software.

Important Links [Apply Now](#) Button

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