



<https://govhelp.in/job/rapido-recruitment-2023-jobs-near-me-office-staff-posts/>

Rapido Recruitment 2023 – Jobs Near Me – Office Staff Posts

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 11,200 - USD. 16,000

Qualifications

12th Pass, Graduation.

Employment Type

Full-time

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Description

Rapido Recruitment 2023

Join Rapido as an Office Staff member and play a crucial role in supporting the smooth operation of our office functions. As an Office Staff member, you will be responsible for a variety of administrative and clerical tasks, ensuring efficient communication, coordination, and organization within the office environment. This is an exciting opportunity to contribute to the success of Rapido and be a part of a vibrant team.

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Rapido Jobs Near Me

Responsibilities:

1. Administrative Support: Provide administrative assistance to ensure the smooth functioning of the office. This includes managing incoming and outgoing communications, handling mail and correspondence, scheduling appointments and meetings, and maintaining office supplies and equipment.
2. Documentation and Record-Keeping: Assist in maintaining accurate records and documentation, including filing, scanning, and organizing paperwork. Update and maintain databases and spreadsheets. Prepare reports, presentations, and other relevant documents as required.
3. Coordination and Communication: Act as a point of contact for internal and external stakeholders. Coordinate and schedule meetings, conferences, and travel arrangements. Assist in drafting and proofreading correspondence,

Hiring organization

Rapido

Date posted

June 15, 2023

Valid through

31.12.2023

APPLY NOW

emails, and other written materials. Ensure effective communication and collaboration among team members.

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Rapido Careers

Skills:

1. **Organizational Skills:** Strong organizational and multitasking abilities. Ability to prioritize tasks and manage time efficiently. Attention to detail and accuracy in completing administrative tasks. A proactive approach to problem-solving and the ability to handle multiple responsibilities.
2. **Communication Skills:** Excellent verbal and written communication skills. Ability to effectively interact with team members and stakeholders at all levels. Professional telephone etiquette and customer service skills.
3. **Computer Skills:** Proficiency in using office software, including MS Office (Word, Excel, PowerPoint) and email management. Familiarity with basic office equipment such as printers, scanners, and photocopiers. Ability to adapt to new software and tools quickly.

Important Links

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

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