



<https://govhelp.in/job/sony-recruitment-2023-all-india-jobs-executive-officer-post/>

Sony Jobs 2023 – All India Jobs – Executive Officer Post

Job Location

India
Remote work possible

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Base Salary

USD. 11,500 - USD. 17,500

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Sony Recruitment 2023

As an executive officer, you will be responsible for providing administrative and organizational support to executives or senior management. You will manage their calendars, coordinate meetings and travel arrangements, handle correspondence, and assist with various administrative tasks to ensure the efficient functioning of the executive's office. You will be a trusted partner to the executive, maintaining confidentiality and professionalism while representing the executive and the organization.

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Sony Jobs Near Me

Responsibilities:

- Manage the executive's calendar, schedule appointments, and coordinate meetings and conference calls.
- Prepare agendas, minutes, and other documentation for meetings, ensuring accurate and timely distribution.
- Arrange travel itineraries and accommodations for the executive and other team members as required.
- Handle correspondence, including emails, letters, and memos, on behalf of the executive, ensuring prompt and professional responses.
- Maintain confidential records, files, and documents, exercising discretion and professionalism.

Hiring organization

Sony

Date posted

May 25, 2023

Valid through

31.12.2023

APPLY NOW

- Conduct research and prepare reports, presentations, and other materials for the executive's review and use.

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Sony Careers

Qualifications:

- Bachelor's degree in Business Administration, Management, or a related field (preferred).
- Proven experience as an executive officer or in a similar executive support role.
- Excellent organizational and time management skills to handle multiple tasks and prioritize effectively.
- Strong attention to detail and accuracy in handling administrative tasks and documentation.
- Exceptional communication and interpersonal skills, both written and verbal.
- Proficient in using office software and tools, including MS Office suite.

Important Links

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

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