



<https://govhelp.in/job/unilever-recruitment-2023-all-india-jobs-office-staff-posts/>

Unilever Recruitment 2023 – All India Jobs – Office Staff Posts

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 15,000 - USD. 18,000

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Unilever Recruitment 2023

As an Office Staff member at Unilever, you will be an integral part of our team, providing administrative support and ensuring the smooth operation of our office. We are seeking a detail-oriented and proactive individual who can handle a wide range of tasks with efficiency and professionalism.

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Unilever Jobs Near Me

Responsibilities:

- Perform general office tasks, including managing incoming calls, emails, and correspondence, and maintaining office supplies.
- Coordinate and schedule appointments, meetings, and conferences for team members.
- Assist in organizing travel arrangements, including booking flights, accommodations, and transportation.
- Organize and maintain physical and electronic files, ensuring proper organization and accessibility.
- Retrieve and distribute documents as required, maintaining version control and tracking revisions.
- Assist in creating and formatting documents, presentations, and reports.
- Act as a point of contact for internal and external stakeholders, addressing inquiries and requests professionally and promptly.

Hiring organization

Unilever

Date posted

June 5, 2023

Valid through

31.12.2023

APPLY NOW

- Collaborate with team members to facilitate effective communication and coordination.
- Assist in organizing internal and external meetings, including preparing agendas, taking minutes, and distributing meeting materials.

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Unilever Careers

Skills:

- Strong organizational and time management skills, with exceptional attention to detail.
- Excellent verbal and written communication skills to interact effectively with internal and external stakeholders.
- Proficiency in using MS Office applications (Word, Excel, PowerPoint) and other relevant software.
- Ability to prioritize tasks, manage multiple deadlines, and work well under pressure.
- Strong problem-solving and decision-making skills, with the ability to work independently and as part of a team.
- High level of integrity and professionalism in handling confidential information.

Important Links

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

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