



<https://govhelp.in/job/uniliver-recruitment-2023-jobs-near-me-executive-assistant-post/>

## Uniliver Recruitment 2023 - Jobs Near Me - Executive Assistant Post

**Hiring organization**  
Uniliver

### Job Location

India  
Remote work from: India

**Date posted**  
April 27, 2023

**Valid through**  
31.12.2025

### Base Salary

USD. 12,000 - USD. 17,500

APPLY NOW

### Qualifications

Graduate, 12th Passed.

### Employment Type

Full-time

### Description

## Uniliver Recruitment 2023

The Executive Assistant provides formidable support to the President of a company by managing their schedule and handling various tasks.

Uniliver Jobs Near Me

### Responsibilities:

- Manage the president's calendar
- Handle all communication
- Organize and manage team meetings
- Take care of all travel arrangements

(adsbygoogle = window.adsbygoogle || []).push({});

Uniliver Jobs For Freshers

### Qualifications:

- Proven experience as an executive assistant

- Excellent organizational and time management skills

Strong communication and interpersonal skills

**Important Links**

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});