



<https://govhelp.in/job/virtual-assistant-all-job-for-you-accenture-careers/>

Virtual Assistant – All Job For You – Accenture Careers

Job Location

India
Remote work from: IND

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Base Salary

USD. 20 - USD. 31

Qualifications

Graduate

Employment Type

Full-time

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Description

Virtual Assistant

We are seeking a highly organized and detail-oriented individual to join our team as a Virtual Assistant. In this role, you will play a vital part in supporting the efficient and effective operation of the department by providing comprehensive administrative and logistical assistance.

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Accenture Careers

Responsibilities:

- **Provide seamless and efficient administrative support:** Manage calendars, schedules, and travel arrangements. Assist with document creation, editing, and filing. Proactively anticipate needs and identify opportunities to streamline processes.
- **Become a master of communication:** Communicate effectively through a variety of digital channels, including email, chat, and video conferencing. Foster positive and professional relationships with internal and external stakeholders.
- **Embrace continuous learning:** Stay up-to-date on the latest technology trends and tools relevant to the role. Be proactive in seeking out learning opportunities to enhance your skills and knowledge.

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Hiring organization

Accenture

Date posted

February 26, 2024

Valid through

31.08.2024

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Skills:

- Strong organizational and time management skills with the ability to prioritize and multi-task effectively.
- Excellent communication and interpersonal skills, with the ability to build rapport and interact professionally with diverse stakeholders.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong problem-solving skills and the ability to take initiative in identifying and resolving issues.
- Excellent written and verbal communication skills, with a focus on clarity, conciseness, and professionalism.
- Ability to learn new technologies and adapt to changing work environments.

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