

Dabur Jobs 2023 – All India Jobs – Administrative Assistant Post

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted
August 3, 2023

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Valid through
31.12.2023

Base Salary

USD 25,000 - USD 34,000

APPLY NOW

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Dabur Recruitment 2023

The Administrative Assistant provides administrative support to the Office Administration department. This includes a variety of tasks, such as answering phone calls, scheduling appointments, preparing presentations, and managing the office filing system. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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Dabur Jobs Near Me

Responsibilities:

- Answer and direct phone calls
- Schedule appointments
- Prepare presentations and reports
- Manage the office filing system
- Order office supplies
- Greet and assist visitors
- Other administrative duties as assi

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Dabur Careers

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Strong organizational and time management skills

- Ability to work independently and as part of a team
- Attention to detail

Qualifications:

High school diploma or equivalent
1-2 years of experience in an administrative role
Bachelor's degree in business administration or related field
preferred

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

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