E com Express Recruitment 2023 – All India Jobs – Virtual Assistant Post

Job Location
India
Remote work from: India

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Base Salary
USD 14,000 - USD 18,000

Qualifications
High School Diploma

Employment Type
Full-time

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Hiring organization
E com Express

Date posted
August 19, 2023

Valid through
31.12.2023

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Description

E com Express Recruitment 2023

The Virtual Assistant is responsible for providing administrative support to the Operations team at Ecom Express. This includes a variety of tasks, such as:

- Answering emails and phone calls
- Managing calendars and scheduling appointments
- Preparing reports and presentations
- Organizing files and documents
- Executing administrative tasks as needed

The ideal candidate will be a highly organized and efficient individual with excellent communication and interpersonal skills. They should also be proficient in Microsoft Office Suite and have a strong attention to detail.

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E com Express Jobs Near Me

Responsibilities:

- Answer emails and phone calls in a professional and timely manner
- Manage calendars and schedule appointments for the Operations team
- Prepare reports and presentations as needed
- Organize files and documents in a logical and efficient manner
- Execute administrative tasks as needed, such as ordering supplies, making travel arrangements, etc.
- Stay up-to-date on industry trends and best practices

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- **Skills:**

  - Strong organizational and time management skills
  - Excellent communication and interpersonal skills
  - Proficient in Microsoft Office Suite
  - Ability to work independently and as part of a team
  - Ability to work under pressure
  - Strong attention to detail

  Qualifications:

  - High school diploma or equivalent
  - 1-2 years of administrative experience
  - Proficiency in Microsoft Office Suite
  - Bilingual (English/Hindi) a plus

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

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