



<https://jobroll.govhelp.in/job/havells-recruitment-2023-all-india-jobs-virtual-assistant-post/>

Havells Recruitment 2023 – All India Jobs – Virtual Assistant Post

Hiring organization
Havells

Job Location

India
Remote work from: India

Date posted
August 25, 2023

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Valid through
31.12.2023

Base Salary

USD 28,000 - USD 38,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Havells Recruitment 2023

The Virtual Assistant provides administrative and technical support to the Havells team, working remotely to complete a variety of tasks. The ideal candidate will be organized, efficient, and have strong communication and interpersonal skills.

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Havells Careers

Responsibilities:

- Answer emails and phone calls
- Schedule appointments and meetings
- Manage calendars and travel arrangements
- Prepare presentations and reports
- Conduct research and data entry
- Provide customer service support
- Other administrative tasks as needed

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Havells Jobs Near Me

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
- Ability to maintain confidentiality

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a similar role
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team

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