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Hotstar Recruitment 2024 – Job Vacancy Near Me – Executive Officer Post

Hiring organization
Hotstar

Job Location

India
Remote work from: IND

Date posted
December 20, 2023

Valid through
31.03.2024

Base Salary

USD 17,300 - USD 24,800

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

Description

Hotstar Recruitment 2024

Hotstar is seeking a dynamic and strategic individual to join us as an Executive Officer. As an Executive Officer, you will play a key role in supporting the executive leadership team, managing key initiatives, and driving organizational goals. If you have strong organizational and leadership skills, the ability to work in a fast-paced environment, and a passion for the entertainment industry, we invite you to be part of the Hotstar family.

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Hotstar Jobs Near Me

Responsibilities:

- Provide high-level administrative support to the executive leadership team.
- Manage calendars, schedules, and appointments for executives.
- Coordinate and organize meetings, conferences, and events.
- Assist in the planning and execution of strategic initiatives.
- Conduct research and analysis to support decision-making.
- Collaborate with cross-functional teams to drive organizational goals.

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Hotstar Careers

Skills:

- Strong organizational and multitasking abilities.
- Attention to detail in managing executive schedules and tasks.
- Proficiency in office tools and productivity software.
- Excellent verbal and written communication skills.
- Ability to communicate effectively with internal and external stakeholders.

Important Links Professional and articulate communication style

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

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