

Meesho Recruitment 2023 – Work From Home – Executive Post

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted
August 30, 2023

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Valid through
16.11.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

10th, 12th Passed

Employment Type

work from home

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Description

Meesho Recruitment 2023

The Executive Assistant is responsible for providing administrative support to an executive. This includes tasks such as scheduling appointments, managing travel, preparing presentations, and responding to emails and phone calls.

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Meesho Careers

Responsibilities:

- Schedule appointments and meetings.
- Manage travel arrangements.
- Prepare presentations and reports.
- Respond to emails and phone calls.
- Order supplies and materials.
- Maintain calendars and filing systems.
- Other administrative tasks as assigned.

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Meesho Jobs Near Me

Skills:

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

- Discretion and confidentiality.

Qualifications:

- Bachelor's degree in business administration or a related field.
- 1-2 years of experience as an executive assistant.
- Experience in a fast-paced, deadline-driven environment.

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

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