



<https://jobroll.govhelp.in/job/netflix-recruitment-2023-24-job-seeker-executive-assistant-post/>

Netflix Recruitment 2023-24 – Job Seeker – Executive Assistant Post

Hiring organization
Netflix

Job Location

India
Remote work from: IND

Date posted
December 26, 2023

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Valid through
31.08.2024

Base Salary

USD 17,100 - USD 24,600

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Netflix Recruitment 2023-24

Netflix, the global streaming giant synonymous with binge-worthy entertainment, is seeking a highly organized and resourceful individual to join our dynamic team as an Executive Assistant. In this pivotal role, you'll be the right hand to a senior leader, juggling multiple priorities with grace, anticipating needs, and ensuring seamless execution. Buckle up for a fast-paced, exciting journey where your dedication fuels the magic of storytelling!

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Netflix Jobs Near Me

Responsibilities:

- Manage calendars, schedules, and travel arrangements, ensuring efficient time utilization for assigned executive.
- Proactively anticipate needs and handle administrative tasks with initiative and discretion.
- Prepare presentations, reports, and other documents with accuracy and attention to detail.
- Organize meetings and events, ensuring smooth execution and logistics.
- Manage travel arrangements and expense reports.
- Liaise with internal and external stakeholders, fostering positive relationships.
- Maintain confidentiality and exercise sound judgment in handling sensitive information.

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Netflix Careers

Skills:

- Bachelor's degree in a relevant field (e.g., business administration, communication, hospitality) or equivalent experience.
- Minimum 3 years of experience as an Executive Assistant or in a similar administrative role.
- Excellent organizational, time management, and multitasking skills.
- Strong communication, interpersonal, and problem-solving skills.
- Proficient in MS Office Suite and other relevant software applications.
- Ability to work independently, prioritize tasks, and manage multiple deadlines effectively.

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

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