

Rapido Recruitment 2024 – All Jobs For You – Executive Assistant Post

Hiring organization
Rapido

Job Location

India
Remote work from: IND

Date posted
December 30, 2023

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Valid through
31.08.2024

Base Salary

USD 16,400 - USD 22,900

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Rapido Recruitment 2024

Rapido is India's leading bike taxi platform, providing quick and convenient transportation solutions. As Rapido continues to innovate and expand its services, we are looking for a skilled and organized individual to join us as an Executive Assistant. If you have experience in providing executive-level support, excellent organizational skills, and a proactive approach, this is an exciting opportunity for you.

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Rapido Jobs Near Me

Responsibilities:

- Provide high-level administrative support to senior executives.
- Manage and coordinate executives' schedules, appointments, and travel arrangements.
- Act as a point of contact between executives and internal/external stakeholders.
- Handle and prioritize incoming communications, including emails and phone calls.
- Draft, edit, and proofread correspondence, presentations, and reports.
- Ensure timely and accurate dissemination of information.

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Rapido Careers

Skills:

- Exceptional organizational and multitasking abilities.

- Ability to prioritize tasks and manage time effectively.
- Attention to detail in handling administrative tasks.
- Excellent written and verbal communication skills.
- Professional and effective communication with internal and external stakeholders.

Active listening skills.

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

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