Realme Career 2023 – Jobs Near Me – Executive Assistant Post

Hiring organization
Realme

Job Location
India
Remote work from: India

Date posted
August 23, 2023

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Valid through
31.12.2023

Base Salary
USD 27,000 - USD 33,000

APPLY NOW

Qualifications
12th Passed & Graduate

Employment Type
Full-time

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Description

Realme Recruitment 2023

The Executive Assistant provides administrative and executive support to the CEO of Realme. This includes scheduling appointments, managing travel, handling correspondence, preparing presentations, and providing general assistance. The ideal candidate will be highly organized, efficient, and have excellent communication and interpersonal skills.

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Realme Careers

Responsibilities:

- Schedule and manage CEO's appointments, meetings, and travel.
- Handle CEO's correspondence, including emails, phone calls, and letters.
- Prepare presentations and reports as needed.
- Provide general administrative support, such as maintaining files, records, and documents.
- Order office supplies and equipment.
- Coordinate with other departments and vendors as needed.
- Act as a liaison between the CEO and other employees, clients, and partners.
- Other duties as assigned.

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Realme 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
- Attention to detail

Qualifications:

- Bachelor's degree in business administration or a related field
- 3+ years of experience as an executive assistant or in a similar role
- Experience with travel planning and scheduling
- Experience with presentation preparation and delivery
- Experience with project management

Important Links **Find the Link in Apply Now Button**

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