



<https://bestjob.jobsareahub.com/job/amazon-recruitment-2023-job-freshers-administrative-assistant-post/>

## Amazon Recruitment 2023 – Job Freshers – Administrative Assistant Post

**Hiring organization**  
Amazon

### Job Location

India  
Remote work from: India

**Date posted**  
February 15, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Amazon Recruitment 2023

The Administrative Assistant will provide administrative support to the Executive Director and other company executives.

#### Amazon Jobs Near Me

#### Qualifications:

- Proven experience as an administrative assistant or in a similar role
- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills
- proficiency in Microsoft Office

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### **Apply Online Jobs**

They must also be able to work independently and be able to handle multiple tasks simultaneously.

### **Responsibilities:**

- Maintain executive calendar and schedule appointments
- Prepare meeting agendas and take minutes
- Handle correspondence, including emails and phone calls
- Coordinate travel arrangements
- Organize and maintain files

### **Important Links**

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

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