



<https://bestjob.jobsareahub.com/job/asian-paint-recruitment-2023-2-years-experience-required-administrative-assistant-post/>

Asian Paint Recruitment 2023 - 2+ Years Experience Required - Administrative Assistant Post

Hiring organization
Asian Paint

Date posted
April 4, 2023

Valid through
31.12.2025

APPLY NOW

Job Location

India
Remote work from: India

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Base Salary

Rs. 25,000 - Rs. 30,000

Qualifications

Graduate.

Employment Type

Full-time

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Description

Asian Paint Recruitment 2023

The Administrative Assistant is responsible for providing support to the organization by performing a variety of administrative tasks.

Asian Paint Jobs Near Me

Qualifications:

- -High school diploma or equivalent
- At least 1 year of experience in an administrative role
- Proficient in Microsoft Office Suite
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Asian Paint Jobs For Freshers

They will be responsible for developing a customer experience strategy and executing tactics that improve customer engagement and satisfaction.

Responsibilities:

1. -Provide general administrative and clerical support including mailing, shipping, scanning, faxing and copying
 - Manage and organize office supplies
 - Schedule and coordinate meetings and appointments
 - Prepare and distribute meeting minutes
 - Create and maintain spreadsheets and databases
 - Answer phones and handle customer inquiries

Important Links

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

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