



<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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