



<https://bestjob.jobsareahub.com/job/au-small-finance-bank-recruitment-2023-job-freshers-executive-assistant-post/>

Au Small Finance Bank Recruitment 2023 – Job Freshers – Executive Assistant Post

Hiring organization
Au Small Finance Bank

Job Location

India
Remote work from: India

Date posted
February 20, 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

Au Small Finance Bank Recruitment 2023

The Executive Assistant Post is a highly responsible position that coordinates and oversees all administrative activities for the CEO.

The position is also responsible for providing support to the CEO by managing their calendar, preparing reports, and coordinating meeting logistics.

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Au Small Finance Bank Jobs For Freshers

The ideal candidate will be able to thrive in a fast-paced environment while juggling multiple tasks simultaneously. Excellent communication and organizational skills are essential.

Responsibilities:

- Coordinate and oversee all administrative activities for the CEO.
- Manage the CEO's calendar.
- Prepare reports.
- Coordinate meeting logistics.
- Maintain confidential files.

Requirements:

- Bachelor's degree or equivalent experience.
- At least 3 years of experience as an executive assistant.

Excellent communication and organizational skills.

Important Links

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

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