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Dabur Recruitment 2023 – Job Freshers – Virtual Assistant Post

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted
March 6, 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

Dabur Recruitment 2023

The Virtual Assistant will provide administrative support to the CEO of a tech company. Duties will include managing the CEO's calendar, preparing meeting minutes, and conducting research. The ideal candidate will be highly organized and have excellent writing skills.

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Responsibilities:

- Develop and maintain systems and processes to support the effective functioning of the Programs
- Coordinate with other department staff as necessary to ensure timely and accurate program administration
- Ensure compliance with College, University, and funding agency policies and procedures

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Work From Home Jobs

Qualifications:

- Previous experience as an administrative assistant or in a customer service role
- Strong Microsoft Office skills

-Familiarity with office equipment and software

-Strong organizational skills

Excellent communication skills

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

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