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Google Careers 2023 – 2+Years Exp. – Work From Home Jobs – Executive Assistant Post

Hiring organization

Google

Date posted

May 8, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

Rs. 34,000 - Rs. 51.000

Qualifications

Graduate

Employment Type

Full-time

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Description

Google Recruitment 2023

The executive assistant supports the executive team in achieving their objectives by performing a variety of administrative and executive support duties. This includes handling complex calendar management,

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The Administrative Analyst will provide comprehensive and confidential administrative support to the organization.

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Google Careers

Responsibilities:

- Assist executive team with meeting coordination, preparing materials, and taking meeting minutes
- Coordinate travel arrangements, prepare expense reports, and provide customer service to internal and external customers
- Handle complex calendar management, establish and maintain filing systems, compose and edit documents, and perform other administrative duties.

Work From Home Jobs

Qualifications:

Google

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- Bachelor's degree or equivalent experience
- Minimum of 5 years of administrative experience, including experience supporting executives

Strong analytical skills and excellent time management skills

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

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