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Mantra Recruitment 2023 – 2+Years Experience Required – Executive Assistant Post

Hiring organization
Myntra

Job Location

India
Remote work from: India

Date posted
May 6, 2023

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Valid through
31.12.2025

Base Salary

Rs. 22,000 - Rs. 27,000

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Qualifications

10th/12th, Graduate.

Employment Type

Full-time

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Description

Myntra Recruitment 2023

The Executive Assistant will provide administrative support to the CEO and other members of the executive team.

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This will include handling complex calendaring, preparing reports and presentations, and managing the CEO's communications. The Executive Assistant must be able to work independently and possess a high degree of discretion and judgment.

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Myntra Jobs Careers

The Executive Assistant also provides general support to other departments as needed.

Responsibilities:

- Manage the CEO's calendar and schedule appointments
- Prepare agendas and take minutes for meetings
- Coordinate travel arrangements for the CEO and leadership team
- Handle correspondence for the CEO and leadership team
- Provide administrative support to other departments as needed

Qualifications:

- Strong organizational skills
- Excellent communication skills, both oral and written
- Proven experience as an Executive Assistant or in a similar role

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