

## SBI Recruitment 2023 - 2+ Years Experience Required - Administrative Assistant Post

**Hiring organization**  
SBI

### Job Location

India  
Remote work from: India

**Date posted**  
April 8, 2023

**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

## SBI Jobs In India

The Administrative Assistant will provide direct support to the CEO and President. He or she must be able to maintain high levels of professionalism, discretion, and confidentiality at all times. This position will require a proactive and organized individual with excellent communication skills.

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### Responsabilidades:

- Answer and direct phone calls
- Manage and monitor email inbox
- Schedule and coordinate appointments
- Prepare meeting materials
- Track and compile expenses
- Organize and maintain files

### Qualifications:

- Proven experience as an administrative assistant or in a similar role
- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills

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

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