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U S V Ltd Recruitment 2023 – Apply Online – Administrative Assistant Post

Hiring organization
U S V Ltd

Job Location

India
Remote work from: India

Date posted
January 25, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 35,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

U S V Ltd Recruitment 2023

The ideal candidate will have strong organizational skills and attention to detail. Experience with Microsoft Office Suite is required.

U S V Ltd Jobs Near Me

Qualifications:

- High school diploma or equivalent
- At least 1 year of administrative experience
- Strong organizational skills
- Detail-oriented
- Strong communication skills

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U S V Ltd Jobs For Freshers

The ideal candidate for this role has excellent organizational skills, is detail-oriented, and has strong communication skills.

Responsibilities:

- Answering and routing phone calls
- Typing, compiling, and preparing correspondence, reports and documents
- Filing, creating and maintaining databases
- Greeting and attending to visitors
- Arranging travel and accommodations
- Ordering and maintaining office supplies
- Coordinating schedules

Planning and organizing events

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

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