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Wipro Recruitment 2023 - 2+Years Experience Required - Administrative Assistant Post

Hiring organization
Wipro

Job Location

India
Remote work from: India

Date posted
April 7, 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

Wipro Recruitment 2023

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.

Wipro Jobs Near Me

Qualifications:

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Responsibilities:

- Provide administrative support to the President and CEO, including managing calendars, preparing meeting materials, and drafting correspondence
- -Coordinate the flow of information within the company and with external partners
- -Maintain files and records and develop systems to keep track of important

documents

- -Handle all travel arrangements for company executives
- -Handle other duties as assigned

Important Links

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

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