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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 1, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 35,000

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Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Wipro Recruitment 2023

The Administrative Assistant is responsible for providing general support to the office. This includes maintaining office supplies, coordinating mail and shipping, organizing and scheduling appointments, and supporting other office staff as needed. The Administrative Assistant must be able to work independently, take initiative, and be proactive in their duties.

Wipro Jobs Near Me

Qualifications:

- High school diploma or equivalent
- 2 years of administrative experience
- Strong computer skills, including Microsoft Office
- Familiarity with basic office equipment

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Responsibilities:

Wipro

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- General office support (filing, copying, scanning, ordering supplies)
- -Maintain calendar and schedule appointments
- -Coordinate mail and shipping
- -Answer phones and greet visitors

Other duties as assigned

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