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Amazon Job Careers – Fast Job Search – Office Executive For Freshers

Hiring organization
Amazon

Job Location

India
Remote work from: IND

Date posted
January 19, 2024

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Valid through
31.08.2024

Base Salary

USD 16,000 - USD 20,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Amazon Job Careers

Join Amazon, the world's leading e-commerce giant, as an Office Executive and become the behind-the-scenes superhero ensuring everything hums! In this dynamic role, you'll be the glue that holds the office together, juggling administrative duties, supporting various teams, and keeping the smiles alive at the heart of Amazon's operations.

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Amazon Jobs near me

Responsibilities:

- **Organizational Guru:** Manage calendars, book appointments, coordinate travel arrangements, and handle document filing – keeping everything organized and accessible for your team.
- **Communication Champion:** Be the first point of contact for visitors, handle incoming calls and emails efficiently, and act as a friendly bridge between different departments.
- **Logistics Maestro:** Order office supplies, maintain inventory, prepare reports, and handle administrative tasks, ensuring everyone has what they need to excel.

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Amazon Careers

Skills:

- **Master of Multitasking:** Ability to prioritize tasks, manage deadlines, and juggle multiple priorities in a fast-paced environment.
- **Communication Wizard:** Excellent written and verbal communication skills to interact effectively with colleagues, clients, and visitors.
- **Tech-Savvy:** Proficient in basic computer applications (word processing, spreadsheets, email) and comfortable navigating internal systems.
- **Problem-Solving Ace:** Can think critically, identify solutions, and handle unexpected situations with a calm and positive attitude.

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