



<https://targetjob.govhelp.in/job/amazon-recruitment-2024-fast-job-office-executive-post/>

Amazon Recruitment 2024 – Fast Job – Office Executive Post

Hiring organization
Amazon

Job Location

India
Remote work from: IND

Date posted
January 6, 2024

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Valid through
30.06.2024

Base Salary

USD 16,000 - USD 20,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Amazon Recruitment 2024

As an Office Executive, you'll be the maestro of efficiency, ensuring our office runs like a well-oiled machine. You'll handle a variety of administrative tasks, providing vital support to our teams and contributing to a productive and positive work atmosphere.

Amazon Jobs near me

Responsibilities:

- **Manage schedules and calendars:** Book meeting rooms, coordinate appointments, and keep our team calendars seamlessly organized.
- **Travel and logistics:** Arrange travel bookings, manage expense reports, and ensure smooth on-site visits and events.
- **Document and data management:** Maintain accurate records, file documents electronically, and keep our information systems organized.
- **Procurement and vendor relations:** Handle office supplies and equipment, order catering, and communicate effectively with vendors.
- **Provide administrative support:** Assist the team with various tasks, including photocopying, scanning, and preparing presentations.

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Amazon Careers

Skills:

- **Organizational skills:** Possess exceptional organizational skills and the ability to prioritize tasks effectively.
- **Communication skills:** Strong written and verbal communication skills to interact with diverse stakeholders.
- **Interpersonal skills:** Build positive relationships and contribute to a collaborative and supportive work environment.
- **Time management:** Manage multiple tasks simultaneously and meet deadlines efficiently.
- **Proficiency in office software:** Skilled in using Microsoft Office Suite and other relevant tools.

Important Links

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

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