



<https://targetjob.govhelp.in/job/amazon-recruitment-free-job-office-executive/>

## Amazon Recruitment – Free Job – Office Executive

### Job Location

India  
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

USD 18 - USD 24

### Qualifications

12th/Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Amazon Recruitment

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.

(adsbygoogle = window.adsbygoogle || []).push({});

### 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.

(adsbygoogle = window.adsbygoogle || []).push({});

### If You Want to Get Notifications about Various Jobs, Join our

### Hiring organization

Amazon

### Date posted

February 19, 2024

### Valid through

31.08.2024

APPLY NOW

**Telegram Channel Now and Get notified Daily about the Latest Jobs**



### **Amazon Careers**

#### **Skills:**

- Minimum Bachelor's degree in Human Resources Management, Industrial Relations, or a related field.
- 1-3 years of experience in a relevant HR role.
- Experience in the telecommunications industry (a plus).

**Tags:** Amazon , recruitment, job opportunities, career, hiring, job search, job application, Amazon careers, work at Amazon , job openings, job vacancies, job opportunities at Amazon , Amazon jobs, Amazon recruitment 2024, Amazon hiring 2024

**If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs**



#### **Important Links**

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});