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Executive Assistant – All Job For You – Hiring Job Vacancy in Amazon

Hiring organization
Amazon

Job Location

India
Remote work from: IND

Date posted

February 17, 2024

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Valid through

31.08.2024

Base Salary

USD 18 - USD 25

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Executive Assistant

As an Executive Assistant, 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.

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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.

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