



<https://targetjob.govhelp.in/job/office-executive-fast-job-search-ola-job-recruitment/>

Office Executive – Fast Job Search – Ola Job Recruitment

Job Location

India
Remote work from: IND

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Base Salary

USD 15 - USD 22

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Ola Recruitment

As an Office Executive at Ola, you'll be the backbone of our dynamic office environment. You'll manage a variety of administrative tasks, ensuring efficiency and a positive experience for our teams and guests.

Ola Jobs near me

Responsibilities:

- **Master of schedules:** Book meeting rooms, coordinate appointments, and maintain team calendars seamlessly.
- **Travel ninja:** Arrange travel bookings, manage expense reports, and ensure smooth on-site visits and events.
- **Document and data champion:** 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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Ola Careers

Skills:

Hiring organization

Ola

Date posted

January 24, 2024

Valid through

31.08.2024

APPLY NOW

- **Organizational skills:** Possess exceptional organizational skills and the ability to prioritize tasks effectively.
- **Communication skills:** Speak and write clearly, concisely, and with a friendly demeanor 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.

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

Important Links

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

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