OLA

Ola Recruitment 2023-24 – Jobs Alerts – Office Executive Post

Hiring organization
Ola

Job Location
India
Remote work from: IND

Date posted
December 26, 2023

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Valid through
31.08.2024

Base Salary
USD 16,000 - USD 20,000

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Ola Recruitment 2023-24

Do you thrive in fast-paced environments? Love seeing the gears of an organization turn? Dream of being the engine that keeps the wheels rolling at a vibrant company like Ola? Then join our Office Executive team and become the backbone of operational excellence! In this dynamic role, you'll wear many hats, from administrative wizard to communication champion, ensuring every day at Ola runs smoothly and efficiently.

Ola Jobs near me

Responsibilities:

- **Master of Organization:** Manage documents, maintain records, and coordinate logistics, keeping workflows on track and supporting various departments seamlessly.
- **Communication Catalyst:** Handle calls, answer inquiries, and provide administrative support, ensuring clear communication flows within the office and keeping everyone informed.
- **Efficiency Engineer:** Organize meetings, manage office supplies, and maintain a tidy and efficient workspace, contributing to a positive and productive environment.

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Ola Careers

Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport and work effectively with diverse colleagues.
- Strong organizational skills and a keen eye for detail.
- Proficiency in basic computer applications (MS Office Suite) is essential.
- Adaptability, willingness to learn, and a positive attitude are crucial.

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

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