



<https://targetjob.govhelp.in/job/ola-recruitment-2024-jobs-alerts-office-executive-post/>

## Ola Recruitment 2024 – Jobs Alerts – Office Executive Post

**Hiring organization**  
Ola

### Job Location

India  
Remote work from: IND

**Date posted**  
January 4, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 16,000 - USD 20,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## Ola Recruitment 2024

As an Ola Office Executive, you'll wear many hats with pride, tackling diverse tasks that keep the engine of mobility humming. From scheduling driver appointments and managing documents to coordinating with various teams and handling administrative duties, your organizational skills and meticulousness will be the invisible superheroes ensuring every ride operates like clockwork. You'll be the glue that holds the office together, streamlining workflows, keeping information flowing, and ensuring every journey starts and ends with a smooth experience.

### Ola Jobs near me

#### Responsibilities:

- **Scheduling Maestro:** Schedule driver appointments efficiently, manage cancellations and rescheduling, and communicate updates clearly to ensure optimal driver availability.
- **Document Dynamo:** Maintain and update driver and vehicle documents meticulously, ensuring accuracy and compliance with regulations, and facilitating timely renewals.
- **Communication Champion:** Coordinate effectively with internal teams (Customer Support, Operations, etc.) to resolve issues, answer queries, and keep information flowing seamlessly.
- **Administrative Ace:** Handle various administrative tasks, including preparing reports, processing invoices, managing office supplies, and maintaining calendars.

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## Ola Careers

### Skills:

- Strong attention to detail and a knack for accuracy.
- Excellent organizational and time management skills.
- Proficiency in computer skills and office software (MS Office Suite).

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

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