**OLA**

# Ola Recruitment 2024 – Jobs Alerts – Office Executive Posts

**Hiring organization**
Ola

## Job Location
India
Remote work from: IND

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**Date posted**
January 6, 2024

**Valid through**
31.08.2024

APPLY NOW

## Base Salary
USD 16,000 - USD 20,000

## Qualifications
12th/Graduate

## Employment Type
Full-time

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## Description

## Ola Recruitment 2024

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:**

- **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.

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

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