Unilever Recruitment 2024 – Jobs Alerts – Office Executive Post

Job Location
India
Remote work from: IND

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Base Salary
USD 15,000 - USD 18,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Hiring organization
Unilever

Date posted
January 3, 2024

Valid through
31.08.2024

APPLY NOW

Description

Unilever Recruitment 2024

As an Office Executive at Unilever, you'll wear many hats, supporting diverse departments with accuracy and efficiency. From managing calendars and travel arrangements to handling documents and maintaining databases, your organizational skills and dedication will be key to ensuring seamless workflow and productivity.

Unilever Jobs near me

Responsibilities:

- **Master of Time:** Craft calendars, schedule meetings, and book travel for staff, ensuring efficient time management and uninterrupted workflow.
- **Document Guardian:** Maintain accurate records, file documents meticulously, and keep databases up-to-date, facilitating easy access to vital information.
- **Communication Catalyst:** Bridge the gap between teams and external stakeholders, relaying messages, coordinating requests, and providing efficient administrative support.

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Unilever Careers

Skills:

- **Computer Proficiency:** Master of office software (MS Office Suite) and database management systems.
- **Organizational Wizard:** Adept at prioritizing tasks, managing deadlines, and keeping your workspace organized.
- **Communication Conquistador:** Clear and concise written and verbal communication to interact effectively with colleagues, departments, and external parties.
- **Detail Detective:** A keen eye for accuracy and a meticulous approach to handling information.
- **Adaptability Champion:** Openness to learning new tasks, embracing changes, and thriving in a fast-paced environment.

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

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