



<https://targetjob.govhelp.in/job/unilever-recruitment-2024-jobs-near-me-office-executive-post/>

## Unilever Recruitment 2024 – Jobs Near Me – Office Executive Post

**Hiring organization**  
Unilever

### Job Location

India  
Remote work from: IND

**Date posted**  
January 10, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### 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 change, and thriving in a fast-paced environment.

Important Links

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

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