

Virtual Assistant In Zomato – Job Search – Zomato Jobs For Freshers

Hiring organization
Zomato

Job Location

India
Remote work from: IND

Date posted
February 23, 2024

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Valid through
31.08.2024

Base Salary

USD 15 - USD 24

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Zomato Recruitment

Are you a tech-savvy individual with a passion for food and organization? Do you thrive in a fast-paced environment and enjoy using your skills to support diverse tasks? If so, then joining Zomato as a Virtual Assistant could be your perfect career opportunity!

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Responsibilities:

- **Provide comprehensive administrative support to assigned teams:** Manage calendars, schedules, travel arrangements, and meeting logistics.
- **Research and gather information:** Conduct online research, compile data, and prepare reports for various projects.
- **Draft and edit documents:** Create professional emails, presentations, reports, and other documents with clarity and accuracy.
- **Manage communication channels:** Respond to emails, phone calls, and inquiries from colleagues and external stakeholders promptly and professionally.
- **Schedule and coordinate virtual meetings and conferences:** Ensure smooth communication and participation.
- **Assist with project management tasks:** Track progress, manage deadlines, and provide updates to team members.
- **Stay updated on industry trends and Zomato initiatives:** Adapt your skills and knowledge to support evolving requirements.
- **Maintain data accuracy and confidentiality:** Ensure sensitive

information is handled securely and responsibly.

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Zomato Careers

Skills:

- **Strong organizational and time management skills:** You should be able to prioritize tasks effectively, meet deadlines, and manage multiple projects simultaneously.
- **Excellent communication and interpersonal skills:** The ability to communicate clearly, both verbally and in writing, is essential.
- **Proficiency in Microsoft Office Suite and other relevant software:** Strong knowledge of Word, Excel, PowerPoint, and communication tools is required.
- **Adaptability and flexibility:** Thrive in a fast-paced virtual environment and handle changes readily.
- **Teamwork and collaboration:** Ability to work effectively with colleagues from diverse backgrounds, even remotely.
- **Detail-oriented and accuracy:** Ensure meticulous attention to detail in all tasks.
- **Technical proficiency:** Strong computer literacy and willingness to learn new technologies are beneficial.
- **Passion for food and understanding of the restaurant industry:** Knowledge of food trends and customer preferences is a plus.

Tags: Zomato , recruitment, job opportunities, career, hiring, job search, job application, Zomato careers, work at Zomato , job openings, job vacancies, job opportunities at Zomato , Zomato jobs, Zomato recruitment 2024, Zomato hiring 2024

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