



<https://jobfy.in/jobs/big-basket-recruitment-2023-free-job-alert-executive-assistant-post/>

Big Basket Recruitment 2023 – Free Job Alert – Executive Assistant Post

Hiring organization
Big Basket

Job Location

India
Remote work from: IND

Date posted
September 15, 2023

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Valid through
31.12.2023

Base Salary

Rs. 11,300 - Rs. 19,200

APPLY NOW

Qualifications

12th Pass/Graduate.

Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

Big Basket Recruitment 2023

The Executive Assistant is responsible for providing administrative support to the CEO of Big Basket. This includes tasks such as scheduling appointments, managing travel, and handling confidential correspondence.

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Big Basket Jobs Near Me

Responsibilities:

- Schedule and coordinate CEO's appointments
- Manage CEO's travel arrangements
- Handle confidential correspondence
- Prepare presentations and reports
- Other administrative tasks as needed

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Big Basket Careers

Skills:

- Bachelor's degree

- 2+ years of experience in an executive assistant role
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word)
- Experience with scheduling software

Important Links