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## Executive Officer

### Job Location

India  
Remote work from: IND

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### Hiring organization

Naaptol

### Date posted

March 13, 2025

### Valid through

30.06.2025

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- [Office Co-Ordinator - Click Here to Apply Now!](#)
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### Base Salary

INR 20000 - INR 35000

### Qualifications

12th, Graduate, Post Graduate

### Employment Type

Full-time

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### Description

#### Naaptol Recruitment 2025 – Naaptol Careers for Executive Officer Posts

**Company:** Naaptol

**Position:** Executive Officer

**Location:** Remote (Work from Home)

**Type:** Full-time, Part-time, Remote Jobs

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Naaptol is hiring for the Executive Officer position! If you're looking for part-time jobs near you or prefer remote work, this is a fantastic opportunity to join one of India's leading online shopping platforms and take your career to the next level.

### Job Description

Naaptol is seeking an Executive Officer to handle various administrative and operational tasks. As an Executive Officer, you will assist in managing day-to-day activities, support various departments, and ensure the smooth running of processes. This is an excellent role for someone who is organized, detail-oriented, and ready to contribute to a fast-paced environment.

## Responsibilities

- Manage administrative tasks and coordinate office activities.
- Handle communication with internal teams and clients.
- Prepare reports, presentations, and other necessary documents.
- Assist in the planning and execution of company projects.
- Ensure smooth workflow by managing resources effectively.
- Support senior management in their daily tasks and decision-making processes.

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## Skills

- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Ability to work independently and in a team environment.
- Detail-oriented with strong problem-solving skills.

## Qualifications

- Bachelor's degree in any field.
- Previous experience in an administrative or executive role is a plus but not required.

## Experience

- Freshers and experienced candidates can apply.

## Eligibility Criteria

- Minimum Age: 18 years.

## Salary

- INR 20,000-30,000 Per Month (depending on experience).

## Apply Method

- Apply online through Naaptol's official website.

## Last Date to Apply

- As soon as possible.

## Working Hours

- 9:00 AM – 6:00 PM | Monday to Friday.

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This is a work-from-home job. Apply now for a free job alert and fast job opportunities with Naaptol!

**Important Links**

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[Click Here to Apply! for Front Office Executive](#)

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