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

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](#)

Apply for Various Private Jobs

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