

Virtual Assistant

Job Location

India

Remote work from: IND

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Base Salary

USD 16,800 - USD 23,800

Qualifications

Graduate

Employment Type

Full-time

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Description

Deloitte Recruitment 2023

The Virtual Assistant is responsible for providing administrative and support services to Deloitte's HR team. They are responsible for tasks such as scheduling appointments, managing email, and providing customer service.

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Deloitte Careers

Responsibilities:

- Schedule appointments.
- Manage email.
- Provide customer service.
- Order supplies.
- Maintain records.
- Other administrative tasks as needed.

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Deloitte Jobs Near Me

Qualifications:

- Excellent communication skills, both verbal and written.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Experience with customer relationship management (CRM) software is a plus.

Hiring organization

Deloitte

Date posted

July 4, 2023

Valid through

31.12.2023

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Important Links

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