



<https://jobfy.in/jobs/hotstar-recruitment-2023-jobs-for-freshers-executive-assistant-post/>

Hotstar Careers 2023 – Jobs For Freshers – Executive Assistant Post

Hiring organization
Hotstar

Job Location

India
Remote work from: IND

Date posted
July 5, 2023

Valid through
31.12.2023

Base Salary

USD 17,000 - USD 23,000

APPLY NOW

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Hotstar Express Recruitment 2023

We are looking for an Executive Assistant to join our team and provide administrative support to our executives. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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Hotstar Express Careers

Responsibilities:

- Managing the executive's calendar and scheduling appointments
- Preparing presentations and reports
- Handling correspondence and emails
- Organizing travel and logistics
- Providing general administrative support

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Hotstar Express Jobs Near Me

Skills:

- Excellent communication skills
- Strong organizational skills

- Ability to multi-task and prioritize
- Proficient in Microsoft Office Suite

Important Links

Find the Link in [Apply Now](#) Button

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