

Office Assistant Posts – BYJU’S Jobs – Free Job Alerts

Job Location

Raipur Jorabagan road, 700047, Kolkata, West Bengal, India

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Base Salary

USD 16 - USD 20

Qualifications

Graduate

Employment Type

Full-time

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

Description

BYJU’S Recruitment

As an Office Assistant at BYJU’S, you’ll be the backbone of our administrative team, providing essential support in a fast-paced environment. You’ll handle a variety of tasks, from scheduling appointments and managing documents to assisting with communication and data entry. You’ll also be a key point of contact for colleagues and external parties, ensuring a positive and professional experience for everyone.

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BYJU’S Jobs Near Me

Responsibilities:

- **Provide administrative support:** Schedule meetings and appointments, manage calendars, and coordinate travel arrangements.
- **Maintain accurate documentation:** Organize and file physical and digital documents, create presentations and reports, and ensure data accuracy.
- **Facilitate communication:** Answer phone calls, respond to emails, and handle inquiries from colleagues, clients, and partners in a professional and timely manner.
- **Perform other administrative tasks:** Order office supplies, manage petty cash, and assist with various projects as assigned.

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BYJU’S Careers

Skills:

Hiring organization

BYJU’S

Date posted

February 12, 2024

Valid through

31.08.2024

APPLY NOW

- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.
- Strong organizational skills and attention to detail, with the ability to prioritize tasks and meet deadlines.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- Ability to work independently and as part of a team, adapting to a fast-paced environment.
- Positive and proactive attitude, with a willingness to learn and grow.

Tags: BYJU'S Jobs, BYJU'S Recruitment, BYJU'S Jobs For Me, BYJU'S Vacancy, BYJU'S Jobs 2024, All India Jobs, BYJU'S Recruitment 2024

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