



<https://jobsareahub.com/jobs/unilever-recruitment-2023-fast-job-executive-officer-posts/>

## Unilever Recruitment 2023 – Fast Job – Executive Officer Posts

**Hiring organization**  
Unilever

### Job Location

India  
Remote work from: IND

### Date posted

September 25, 2023

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### Valid through

31.12.2023

### Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

### Qualifications

10th/12th Passed

### Employment Type

Full-time

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

### Description

## Unilever Recruitment 2023

The Executive Officer (Fresher) is responsible for providing administrative support to executives at Unilever. This includes tasks such as managing calendars, preparing presentations, and coordinating travel arrangements. This is an entry-level position that offers the opportunity to learn about executive support and gain experience in a leading global consumer goods company.

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### Unilever Careers

#### Responsibilities:

- Manage executive calendars and schedules
- Prepare presentations and reports
- Coordinate travel arrangements and logistics
- Provide administrative support to executives, such as answering phones and emails, managing files, and handling correspondence
- Assist with other projects and tasks as needed

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### Unilever Jobs Near Me

#### Skills:

- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite
- Ability to learn quickly and adapt to new challenges

**Qualifications:**

- High school diploma or equivalent
- Strong academic performance

**Important Links** Demonstrated interest in executive support