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Unilever Recruitment 2023 – Fast Job – Executive Officer Posts

Hiring organization
Unilever

Job Location

India
Remote work from: IND

Date posted
September 25, 2023

Valid through
31.12.2023

Base Salary

USD 12,000 - USD 18,000

APPLY NOW

Qualifications

10th/12th Passed

Employment Type

Full-time

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.

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

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

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

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