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Administrative Assistant – All India Jobs – Accenture Job Vacancy For Freshers

Hiring organization
Accenture

Job Location

India
Remote work from: IND

Date posted
March 2, 2024

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Valid through
31.08.2024

Base Salary

USD 21 - USD 32

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Administrative Assistant

We are looking for an enthusiastic and organized Administrative Assistant to join our growing team. You will provide comprehensive administrative support to a team of professionals, ensuring the smooth day-to-day operations of our department.

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Accenture Careers

Responsibilities

- **Provide Calendar Management and Travel Support:** Manage calendars for assigned personnel, scheduling appointments, meetings, and travel arrangements.
- **Maintain Organized and Efficient Workflow:** Process expense reports, prepare presentations, and manage correspondence (email, phone calls) in a professional and timely manner.
- **Contribute to a Positive Work Environment:** Provide general administrative support, including filing, data entry, and maintaining office supplies.

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Skills:

- Bachelor's Degree or equivalent experience in a relevant field (preferred)
- Minimum 1 year of administrative experience
- Excellent organizational and time management skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Tags:

accenture recruitment journey,accenture recruiters status,accenture experience,accenture recruiters performance,accenture recruitment process 2024,accenture offer letter,accenture career discussion,accenture interview,accenture,accenture eligibility criteria,accenture mnc,accenture journey,accenture hiring 2024,accenture career talks,accenture 2024 preparation,accenture preparation 2024,accenture off campus hiring,accenture off campus

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