



<https://jobable.govhelp.in/job/executive-assistant-in-accenture-job-recruitment-it-jobs-near-me/>

## Executive Assistant in Accenture – Job Recruitment – IT Jobs Near Me

### Hiring organization

Accenture

### Date posted

January 22, 2024

### Valid through

31.08.2024

APPLY NOW

### Job Location

India

Remote work from: IND

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### Base Salary

USD 21 - USD 32

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Executive Assistant in Accenture

In this dynamic role, you'll become the trusted right hand to our executives, playing a pivotal role in streamlining their schedules, managing critical tasks, and ensuring their day-to-day operations run smoothly and efficiently. You'll be the first point of contact for external stakeholders, handling inquiries with professionalism and aplomb. This is a fast-paced, challenging, and incredibly rewarding opportunity for someone who thrives on keeping everything organized, anticipates needs, and takes pride in exceeding expectations.

## Accenture Careers

### Responsibilities:

- **Calendar Management:** Master the art of time management, meticulously maintaining executive calendars, scheduling meetings, appointments, and travel arrangements, prioritizing effectively, and ensuring smooth transitions between engagements.
- **Communication & Liaison:** Be the voice of the executive, handling communication with internal and external stakeholders, managing email, phone calls, and inquiries with courtesy and efficiency. Act as a bridge between the executive and various departments, facilitating smooth collaboration and information flow.
- **Project Support:** Proactively anticipate needs and provide exceptional support on assigned projects, from research and data gathering to agenda preparation and document management. Be a resourceful problem-solver,

finding creative solutions to unexpected challenges and ensuring deadlines are met.

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## Accenture Jobs Near Me

### Skills:

- Excellent written and verbal communication skills, with the ability to tailor your approach to different audiences.
- Exceptional organizational and time management skills, with a keen eye for detail and the ability to prioritize effectively in a fast-paced environment.
- Strong problem-solving skills and the ability to think critically and independently.
- Proficient in Microsoft Office Suite and other relevant administrative software.
- Bachelor's degree in any relevant field preferred.

### 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

### Important Links

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

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