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Executive Officer In Byjus – Freshers Jobs – Job Vacancy in Byjus

Hiring organization
Byjus

Job Location

India
Remote work from: IND

Date posted
January 23, 2024

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Valid through
31.08.2024

Base Salary

USD 14 - USD 23

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Executive Officer In Byjus

As an Executive Officer, you'll wear many hats and be the backbone of our operations. You'll play a crucial role in ensuring smooth workflows, providing efficient administrative support, and contributing to a productive and positive work environment. This is a fantastic opportunity to gain valuable experience in a leading EdTech company while contributing to a cause that truly matters.

Byjus Careers

Responsibilities:

- **Master the art of organization:** Manage calendars, schedules, and meetings for assigned executives or departments, ensuring timely completion of tasks and adherence to deadlines.
- **Communication is key:** Act as a bridge between executives and other teams, effectively relaying information, handling inquiries, and resolving issues promptly and professionally.
- **Become a problem-solver:** Anticipate potential roadblocks and proactively develop solutions to ensure smooth workflow and efficient operations.

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Byjus Jobs For Freshers

Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize tasks and work independently.
- Detail-oriented and with a proactive approach.
- Fresh graduates from any discipline are welcome!

Tags:

byjus recruitment process,byjus recruitment associate interview,byjus part time job,byjus interview,byjus part time jobs,byju's interview,byjus interview experience,byjus bda interview,byju's bda interview,byjus latest jobs,byjus interview for bda,byjus work from home job,byjus interview questions,byju's interview questions,byjus jobs,byjus,how to crack byjus interview,how to crack byju's interview,byju's zoom interview questions

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

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