

<https://jobable.govhelp.in/job/vedantu-jobs-for-freshers-job-apply-virtual-assistant-post/>

Vedantu Jobs For Freshers – Job Apply – Virtual Assistant Post

Job Location

India
Remote work from: IND

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Base Salary

USD 13 - USD 23

Qualifications

Graduate

Employment Type

Full-time

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Description

Vedantu Recruitment 2024

As a Virtual Assistant at Vedantu, you'll provide exceptional administrative and operational support to our team of educators and student success specialists. Your responsibilities will encompass a range of tasks, including scheduling appointments, managing student inquiries, and creating resourceful documents. You'll be the backbone of efficient communication, ensuring smooth operations and a positive learning environment for our students.

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Vedantu Careers

Key Responsibilities:

- **Schedule Management:**
 - Manage calendars for Vedantu teachers and student success specialists, scheduling appointments, meetings, and classes.
 - Utilize online scheduling tools to maintain an organized and efficient workflow.
 - Communicate effectively with stakeholders to confirm appointments and ensure all parties are informed.
- **Student Support:**
 - Respond promptly to student inquiries via email, phone, or chat platforms.
 - Troubleshoot basic technical issues related to the Vedantu learning

Hiring organization

Vedantu

Date posted

April 8, 2024

Valid through

31.12.2024

APPLY NOW

platform.

- Address student concerns with empathy and professionalism, escalating complex issues to the appropriate team members.
- **Content Creation:**
 - Develop high-quality documents such as presentations, reports, and meeting minutes using productivity software.
 - Maintain accurate and up-to-date records for various operational needs.
 - Research and compile information to support team projects and initiatives.
- **Communication and Collaboration:**
 - Provide clear and concise communication via email, phone, and online collaboration tools.
 - Maintain a professional and courteous demeanor in all interactions with students, teachers, and colleagues.
 - Collaborate effectively with various teams to ensure smooth execution of tasks.

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Vedantu Jobs For Freshers

Skills and Qualifications:

- Excellent organizational skills with a strong ability to prioritize tasks and manage time effectively.
- Superior written and verbal communication skills in English, with a focus on clarity, conciseness, and professionalism.
- Proficient in using computer applications like MS Office Suite (Word, Excel, PowerPoint), email, and online collaboration tools.
- Ability to learn and adapt quickly to new technologies and processes.
- A keen eye for detail and accuracy.
- Strong problem-solving skills with the ability to independently find solutions to challenges.
- Positive and proactive attitude with a willingness to go the extra mile.

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