Wipro New Hiring 2024 – Job Apply Now – Virtual Assistant Post

Job Location
India
Remote work from: IND

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Base Salary
USD 22 - USD 31

Qualifications
Any Graduate

Employment Type
Full-time

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Hiring organization
Wipro

Date posted
February 21, 2024

Valid through
31.07.2024

APPLY NOW

Description

Wipro New Vacancy

We are seeking a dedicated and resourceful Virtual Assistant to join our team at Wipro. The ideal candidate is someone who is highly organized, has strong communication skills, and is capable of managing multiple tasks in a remote work environment.

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Wipro Careers

Responsibilities:

- **Administrative Support**: Provide administrative support to team members, including scheduling meetings, managing calendars, and organizing documents.
- **Communication**: Handle incoming calls, emails, and chat messages, ensuring a high level of professionalism and responsiveness.
- **Project Management**: Assist with project management tasks, including tracking project progress, coordinating with team members, and preparing reports.

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Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Proficiency in office software and virtual collaboration tools.

Tags:

wipro recruitment,wipro recruitment 2024,wipro latest recruitment,wipro recruitment process,wipro job recruitment 2024,wipro recruitment 2024 freshers,wipro hiring

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