

# CAREER CRAFT MANAGEMENT

<http://www.careercraftmanagement.com/job/office-executive/>

## Office Executive

### Responsibilities

- Greeting the visitors and receive them in decent manner
- Taking and ensuring messages are passed to the appropriate staff member on a timely basis
- Diary management and managing schedules
- Possibly handling event coordination, both internally and externally
- Handling queries and complaints via phone, email and general correspondence
- Transferring calls as necessary
- Possibly managing office supplies such as stationery, equipment and furniture
- Performing administration duties
- Maintaining office records and services as required
- Assisting with mail as required
- Assisting the HR team with recruitment, on-boarding and termination processes

### Qualifications

U.G/P.G

### Skills

- Organisational skills
- Attention to detail
- Exceptional multitasker
- Excellent communication skills
- Courteous
- Strong customer service skills

### Employment Type

Full Time

### Beginning of employment

Immediately

### Duration of employment

Min. 1 year

### Experience

0-1 year

### Job Location

Guntur

### Working Hours

09:30 – 07:00

### Base Salary

INR 6000 - INR 8000

### Date posted

13/04/2019

### Valid through

25/04/2019