



<https://jobfever.govhelp.in/job/boat-careers-2023-free-jobs-alert-office-staff-post/>

Boat Careers 2023 – Free Jobs Alert – Office Staff Post

Job Location

India
Remote work from: IND

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Base Salary

USD 13,000 - USD 15,000

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Boat Recruitment 2023

Boat is looking for a highly motivated and detail-oriented Office Staff to join our team. The ideal candidate will have excellent organizational skills and be able to work independently and as part of a team.

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Boat Jobs Near Me

Responsibilities:

- Answer phones and direct calls.
- Greet visitors and provide assistance.
- Receive and sort mail.
- File and organize documents.
- Order office supplies.
- Other administrative tasks as needed.

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Boat Careers

Requirements:

- Excellent organizational skills.
- Excellent customer service skills.

Hiring organization

Boat

Date posted

August 1, 2023

Valid through

31.12.2023

APPLY NOW

- Proficient in Microsoft Office Suite.

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

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