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Zomato Freshers Jobs – Remote Jobs – Executive Assistant Post

Hiring organization

Zomato

Date posted

April 3, 2024

Valid through

31.08.2024

APPLY NOW

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 18 - USD 25

Qualifications

Graduate

Employment Type

Full-time

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Description

Zomato Recruitment 2024

Do you thrive in a fast-paced environment? Are you a master organizer with exceptional communication skills? If so, then a career as an Executive Assistant at Zomato might be the perfect fit for you!

Zomato Jobs Near Me

About Zomato

Zomato is a leading online food ordering and delivery platform in India. We connect millions of users with their favorite restaurants, offering a seamless and convenient dining experience. Our mission is to ensure “great food for everyone,” and we’re constantly innovating to improve our services and expand our reach.

Why Join Us?

As an Executive Assistant at Zomato, you’ll play a vital role in supporting our senior executives, ensuring their days run smoothly and efficiently. You’ll be the go-to person for a variety of tasks, from managing their calendars and travel arrangements to handling communication and preparing presentations. This is a dynamic and challenging role that offers the opportunity to work at the heart of a thriving company and make a real impact.

Summary

We're looking for a highly organized and motivated individual to join our growing team as an Executive Assistant. You'll be responsible for providing comprehensive administrative support to our executives, ensuring they have the time and resources they need to focus on strategic initiatives. This is a fast-paced role that requires excellent communication, time management, and interpersonal skills.

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Key Responsibilities

- Manage the executive's calendar, scheduling appointments, meetings, and travel arrangements.
- Prioritize and respond to emails and phone calls in a timely and professional manner.
- Prepare meeting agendas, minutes, and presentations, ensuring all necessary materials are readily available.
- Arrange travel logistics, including booking flights, hotels, and transportation.
- Research and compile information for reports and presentations.
- Liaise with internal and external stakeholders on behalf of the executive.
- Maintain a confidential filing system and ensure all documents are organized and easily accessible.
- Order office supplies and manage other administrative tasks.
- Proactively anticipate the executive's needs and take initiative to address them.
- Act as a point of contact for visitors and manage the executive's schedule accordingly.

Required Skills and Qualifications

- Minimum of 2 years of experience as an Executive Assistant or a similar administrative role.
- Strong organizational and time management skills with the ability to prioritize multiple tasks.
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and take initiative.
- Discreet and professional demeanor with a high level of confidentiality.
- A keen eye for detail and accuracy.

Experience

This role is open to both experienced Executive Assistants and highly motivated individuals with a strong foundation in administrative support. Freshers with exceptional organizational skills and a willingness to learn are encouraged to apply.

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Why Join Zomato?

- Opportunity to work in a fast-paced and dynamic environment.
- Be part of a passionate and innovative team that is revolutionizing the food industry.
- Competitive salary and benefits package.
- Work with cutting-edge technology and tools.
- Continuous learning and development opportunities.
- Positive and collaborative work environment.
- Make a real impact on the success of a leading company.

Application Process

To apply, please submit your resume and a cover letter outlining your qualifications and interest in the position.

Motivate Yourself to Join Us!

This is an exciting opportunity to join a company that is at the forefront of the online food ordering and delivery industry. If you're a highly organized and motivated individual with a passion for excellence, we encourage you to apply!

In Conclusion

As an Executive Assistant at Zomato, you'll play a pivotal role in supporting our executives and helping them achieve their goals. You'll be exposed to all aspects of the business and gain valuable experience in a fast-paced and dynamic environment. If you're looking for a challenging and rewarding career opportunity, we invite you to join our team!

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