WORK VAPOR

Job Link: https://workvapor.in/jobs/executive-assistant-380213/

EXECUTIVE ASSISTANT

BASE SALARY

INR 600000 - INR 800000

DESCRIPTION

Executive Assistant

Company: Dial To Travel

Location: New Delhi, Delhi
Work Area: Preet Vihar
Work Mode: Hybrid

Salary: ?6 – ?8 LPA

Open to: Women candidates only
Also suitable for: Women returning to work

Dial To Travel is hiring for the role of Executive Assistant. This is a hybrid job based in Preet Vihar, New Delhi. The role is open only for women candidates.

The company has also mentioned that women returning to work can apply. This makes it suitable for candidates looking to restart their careers after a break.

The post is for an Executive Assistant / Office Admin profile. The main skill highlighted in the listing is travel arrangements. The company has not shared a full job description, but the role appears to be related to administrative support and travel coordination.

Basic Details

- Role: Executive Assistant / Office Admin
- Industry: Travel and Tourism
- Employment Type: Full Time, Permanent
- Experience: 0 to 1 year
- Education: Graduation not required

HIRING ORGANIZATION

Dial To Travel

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Delhi, India
? Remote work from: India

- Work Mode: Hybrid
- Location: Preet Vihar, New Delhi

Key Skill Mentioned

- Travel Arrangements

Interested candidates can directly call or send their CV on the contact number below.

Contact Number: +91 8448759483