

WORK VAPOR

Job Link: <https://workvapor.in/jobs/personal-secretary-female/>

PERSONAL SECRETARY (FEMALE)

JOB LOCATION

Indirapuram Nyay Khand 1, NA, Ghaziabad, Uttar Pradesh, India

DESCRIPTION

Job Title: Personal Secretary (Female)

Location:

Indirapuram Nyay Khand 1, Ghaziabad, Uttar Pradesh

Position Type:

Full-Time

Salary:

₹18,000 – ₹21,000 Monthly

Job Description:

We are looking for a **Personal Secretary** to assist with secretarial and back-office tasks. This is a full-time role based in Ghaziabad, ideal for someone organized, detail-oriented, and professional.

Key Responsibilities:

- Managing secretarial duties and handling back-office operations.
- Coordinating and maintaining travel schedules and itineraries.
- Performing administrative tasks and maintaining confidentiality.

Requirements:

- Strong organizational and time-management skills.
- Professional demeanor and good communication skills.
- Ability to handle travel schedule coordination efficiently.

HIRING ORGANIZATION

Global

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 18,000 - INR 20,000

DATE POSTED

? December 19, 2024

VALID THROUGH

2026-07-17

Contact Us:

For more details, please contact our HR department at **08069824660**.

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