

Accenture Recruitment 2023 – Work From Home – Office Manager Post

Hiring organization
Accenture

Job Location

India
Remote work from: India

Date posted
January 16, 2023

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Valid through
30.09.2023

Base Salary

Rs. 17,000 - Rs. 20,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time, Work From Home

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Description

Accenture Recruitment 2023

Office Manager Job Released in Accenture. The Office Manager is responsible for the organization and management of the office.

Accenture Jobs Near Me

This includes overseeing the administrative staff, maintaining office policies and procedures, managing supplies and equipment, and overseeing building maintenance.

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Work From Home Jobs

Responsibilities:

- Supervise administrative staff
- Maintain office policies and procedures
- Manage office supplies and equipment
- Schedule building maintenance
- Provide clerical support to other departments as needed

Jobs For Freshers

Qualifications:

- High school diploma or equivalent
- Minimum of two years of administrative experience
- Strong organizational skills
- Good interpersonal skills

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

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