

<https://bestjob.jobsareahub.com/job/agricultural-development-bank-of-india-adbi-recruitment-2023-apply-online-office-manager-post/>

Agricultural Development Bank of India (ADBI) Recruitment 2023 – Apply Online – Office Manager Post

Job Location

India
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

Rs. 25,000 - Rs. 30,000

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Agricultural Development Bank of India (ADBI) Recruitment 2023

The Office Manager is responsible for creating a productive and organized work environment for the company

Jobs Near Me

Qualifications:

- Proven experience as an office manager or in a similar role
- Strong organizational skills and attention to detail
- Excellent communication and problem-solving skills
- Demonstrated ability to handle multiple tasks simultaneously

(adsbygoogle = window.adsbygoogle || []).push({});

Apply Online Jobs

The Office Manager is also responsible for maintaining supplies, arranging company events, and handling other administrative tasks.

Responsibilities:

- Oversee all office procedures and schedules

Hiring organization

Agricultural Development Bank of India (ADBI)

Date posted

January 27, 2023

Valid through

31.12.2023

APPLY NOW

- Manage employee lunches and breaks
- Maintain office supplies and equipment
- Plan and execute company events

Handle other administrative tasks as needed

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```