

## Agricultural Development Bank of India Recruitment 2023 – Job Freshers – Office Manager Post

### Job Location

India  
Remote work from: India

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### Base Salary

Rs. 25,000 - Rs. 30,000

### Qualifications

Graduate

### Employment Type

Full-time

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### 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

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### 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
- Manage employee lunches and breaks

### Hiring organization

Agricultural Development Bank of India (ADBI)

### Date posted

January 30, 2023

### Valid through

31.12.2023

APPLY NOW

- 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

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