

<https://bestjob.jobsareahub.com/job/agricultural-development-bank-of-india-recruitment-2023-job-freshers-office-manager-posts-2/>

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

**Hiring organization**  
WOW Momo

### Job Location

India  
Remote work from: India

**Date posted**  
February 3, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## WOW Momo 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

- 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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