

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

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

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

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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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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

February 1, 2023

Valid through

31.12.2023

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- 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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