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Amul Recruitment 2023 – Private Jobs – Office Manager Post

Hiring organization

Amul

Date posted

July 4, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

Rs. 22,000 - Rs. 30,000

Qualifications

Graduate.

Employment Type

Full-time

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Description

Amul Recruitment 2023

We are looking for a highly organized and proactive Office Manager to join our team. As an Office Manager, you will be responsible for overseeing the daily operations of our office, ensuring smooth functioning and creating a productive work environment. You will manage administrative tasks, coordinate office activities, and provide support to staff members. This role requires excellent organizational skills, attention to detail, and the ability to handle multiple priorities.

Qualifications:

1. Manage the day-to-day operations of the office, ensuring a clean, organized, and welcoming environment.
2. Coordinate and schedule meetings, appointments, and travel arrangements for senior management and staff.
3. Answer and redirect phone calls, emails, and other inquiries, providing accurate and timely information.
4. Greet visitors and clients, ensuring a positive and professional experience.
5. Oversee office supply inventory, order necessary items, and maintain appropriate stock levels.
6. Coordinate office maintenance and repairs, liaising with vendors and service providers as needed.
7. Assist in the recruitment and onboarding process by coordinating interviews, preparing documents, and organizing new hire orientations.
8. Manage office budgets, including tracking expenses, processing invoices, and reconciling accounts.

9. Develop and implement office policies, procedures, and systems to optimize efficiency and productivity.
10. Maintain confidential files and records, ensuring compliance with data protection regulations.
11. Support HR activities, such as employee documentation, benefits administration, and performance evaluations.
12. Coordinate office events and celebrations, including team building activities and employee recognition programs.
13. Handle sensitive and confidential information with discretion and professionalism.
14. Provide administrative support to the executive team, including preparing reports, presentations, and meeting materials.
15. Stay updated on industry trends and best practices in office management, recommending improvements and implementing changes as necessary.

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1. Bachelor's degree in business administration or a related field (preferred).
2. Proven experience as an Office Manager or in a similar administrative role.
3. Excellent organizational and time management skills.
4. Strong attention to detail and problem-solving abilities.
5. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
6. Excellent communication and interpersonal skills.
7. Ability to prioritize tasks and manage multiple projects simultaneously.
8. Strong leadership and team management skills.
9. Knowledge of office management software and systems.
10. Ability to handle sensitive and confidential information with integrity.

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

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