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Asian Paint Recruitment 2023 – 2+Years Experience Required – Office Maneger Post

Hiring organization
Asian Paint

Job Location

India
Remote work from: India

Date posted
April 14, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

Asian Paint Recruitment 2023

The office manager is responsible for organizing and managing the office environment and clerical operations. This includes overseeing the maintenance of the office equipment and facilities, ordering supplies, and hiring and supervising clerical staff. The office manager is also responsible for arranging travel and accommodations for employees and guests, and maintaining office records.

Asian Paint Jobs Near Me

Qualifications:

- Bachelor's degree in Marketing, Business Administration, or a related field
- Minimum of 2 years of experience in marketing or another relevant field
- Strong communication, writing, and organizational skills
- Strong attention to detail

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Asian Paint Jobs For Freshers

They will be responsible for developing a customer experience strategy and

executing tactics that improve customer engagement and satisfaction.

Responsibilities:

- -High school diploma or equivalent -Minimum one year of experience in data entry or management -Excellent organizational skills

Important Links

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

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