

## Ceat Tyres Recruitment 2023 – 2+Years Exp. – Job Vacancy Near Me – Office Manager Post

**Hiring organization**  
Ceat Tyres

### Job Location

India  
Remote work from: India

**Date posted**  
July 3, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 32,000 - Rs. 41,000

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

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### Description

## Ceat Tyres Recruitment 2023

Position Overview: CEAT Tyres is seeking a highly organized and proactive Office Manager to join our team. As an Office Manager, you will be responsible for overseeing the day-to-day operations of our office, ensuring smooth functioning and creating a productive work environment. This role requires exceptional communication skills, strong attention to detail, and the ability to manage multiple tasks simultaneously. If you are a dedicated professional with a passion for efficiency and teamwork, we invite you to apply.

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### Responsibilities

1. Oversee and manage all administrative activities within the office, ensuring smooth operations and efficient workflow.
2. Supervise and coordinate the work of office staff, including receptionists, administrative assistants, and clerical personnel.
3. Develop and implement office policies and procedures to enhance productivity, streamline processes, and maintain a professional work environment.
4. Manage and maintain office supplies and equipment, ensuring timely procurement and appropriate allocation.
5. Monitor and manage office budgets, tracking expenses and ensuring cost-effective solutions.
6. Coordinate and schedule meetings, appointments, and travel arrangements for senior management.
7. Serve as the primary point of contact for internal and external stakeholders, handling inquiries, requests, and complaints in a professional and timely manner.

8. Maintain and update employee records, ensuring accuracy and confidentiality.
9. Prepare and review various reports, presentations, and correspondence as required.
10. Assist in the recruitment and onboarding process, including posting job vacancies, screening resumes, and conducting initial interviews.
11. Support the HR department in employee engagement initiatives, such as organizing team-building activities and employee recognition programs.
12. Stay updated on industry trends and best practices related to office management, recommending improvements and implementing relevant changes.

**Skills and Qualifications:**

1. Bachelor's degree in business administration or a related field is preferred.
2. Proven experience as an office manager or in a similar administrative role.
3. Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
4. Strong leadership abilities, with the capacity to supervise and motivate a team.
5. Exceptional written and verbal communication skills.
6. Proficient in using MS Office applications (Word, Excel, PowerPoint) and other office software.
7. Attention to detail and a high level of accuracy in all work.
8. Ability to handle confidential information with integrity and professionalism.
9. Strong problem-solving and decision-making skills.
10. Adaptability and flexibility to work in a fast-paced environment.

**Important Links**

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

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