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Citi Bank Recruitment 2023 – Job Change – Office Manager Post

Hiring organization
Citi Bank

Job Location

India
Remote work from: India

Date posted
September 12, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 25,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

Citi Bank Recruitment 2023

The Office Manager is responsible for the day-to-day operations of the Citi Bank office, including administrative support, facilities management, and event planning. The ideal candidate will be a highly organized and efficient individual with excellent communication and interpersonal skills.

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Citi Bank Career

Responsibilities:

- Provide administrative support to the Director of Administration and other senior management team members
- Manage the office budget and ensure that all financial transactions are in compliance with company policy
- Oversee the day-to-day operations of the office, including mail, shipping, and receiving
- Coordinate and manage office events, such as company meetings, training sessions, and social gatherings
- Handle all correspondence, including emails, letters, and faxes
- Maintain the office filing system and ensure that all records are organized and up-to-date
- Purchase office supplies and equipment
- Manage the office calendar and schedule appointments

- Greet and welcome visitors to the office
- Other duties as assigned

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Citi Bank Jobs Near Me

Skills:

- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Proficient in Microsoft Office Suite
- Experience with event planning and management
- Ability to work independently and as part of a team

Important Links

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

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