

F D C Ltd Recruitment 2023 – Apply Online – Office Manager Post

Hiring organization
F D C Ltd

Job Location

India
Remote work from: India

Date posted
January 25, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

F D C Ltd 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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Apply Online Jobs

The Office Manager is also responsible for maintaining supplies, arranging company events, and handling other administrative tasks.

Responsibilities:

- Oversee all office procedures and schedules
- 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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