

## Infosys Recruitment 2023 – Freshers Jobs – Office Manager Post

**Hiring organization**  
Infosys

### Job Location

India  
Remote work from: India

**Date posted**  
February 15, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 20,000 - Rs. 35,000

APPLY NOW

### Qualifications

12th Passed/Graduate

### Employment Type

Full-time

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### Description

## Infosys Recruitment 2023

The Office Manager is responsible for the effective and efficient operation of the office.

Infosys Jobs Near Me

### Qualifications:

- Proven experience as an office manager or in a similar role
- Strong organizational skills and attention to detail
- Good communication and interpersonal skills
- Familiarity with office equipment and software

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Infosys Jobs For Freshers

This includes providing administrative and secretarial support to the management team, overseeing office operations, and managing office staff.

### Responsibilities:

- Handle day-to-day office operations, including supplies, equipment, and maintenance
- Manage office staff, including hiring, training, and performance management

-Provide administrative and secretarial support to the management team

-Coordinate employee travel and schedules

-Organize and manage company events

### **Important Links**

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

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