



<https://bestjob.jobsareahub.com/job/laurus-labs-limited-recruitment-2023-2years-experience-required-back-office-assistant-post/>

Laurus Labs Limited Recruitment 2023 – 2+Years Experience Required – Back Office Assistant Post

Hiring organization
Laurus Labs Limited

Job Location

India
Remote work from: India

Date posted
July 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 32,000 - Rs. 44,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Laurus Labs Limited Recruitment 2023

Laurus Labs, a leading paint manufacturing company, is seeking a highly organized and proactive Office Manager to join our team. As an Office Manager, you will be responsible for ensuring the smooth functioning of our office operations and creating a productive work environment. This role requires excellent communication skills, attention to detail, and the ability to handle multiple tasks effectively. If you are a dedicated professional with a passion for efficiency and teamwork, we invite you to apply.

Laurus Labs Limited Jobs Near Me

The Marketing Coordinator will work with various marketing teams to develop agreed-upon objectives and strategies for the product or service.

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Laurus Labs Limited Careers

The Marketing Coordinator is responsible for developing, planning, and executing marketing initiatives and programs in support of the company's marketing and sales objectives. This position requires exceptional organizational skills, attention to

detail, and the ability to work independently while under pressure.

Responsibilities:-

Responsibilities:

1. Oversee and manage the day-to-day operations of the office, including administrative tasks, facilities management, and vendor coordination.
2. Supervise and support administrative staff, ensuring they have the necessary resources and guidance to perform their duties efficiently.
3. Develop and implement office policies, procedures, and best practices to enhance productivity and maintain a professional work environment.
4. Coordinate and manage office supplies, equipment, and inventory, ensuring timely procurement and cost-effective solutions.
5. Maintain and update office records, including employee attendance, leave management, and other relevant documents.
6. Manage office budgets, track expenses, and provide regular reports to ensure effective cost management.
7. Schedule and coordinate meetings, appointments, and travel arrangements for senior management, maintaining calendars and ensuring efficient use of time.
8. Serve as the primary point of contact for internal and external stakeholders, handling inquiries, requests, and complaints in a professional and timely manner.
9. Coordinate with HR for recruitment and onboarding processes, including posting job vacancies, screening resumes, and organizing interviews.
10. Support the HR department in employee engagement initiatives, such as organizing team-building activities and employee recognition programs.
11. Maintain confidentiality and handle sensitive information with integrity and professionalism.
12. Stay updated on industry trends and best practices related to office management, recommending improvements and implementing relevant changes.

Qualifications:-

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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