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Meesho Recruitment 2023 – All India Jobs – Office Manager Job

Hiring organization

Meesho

Date posted

May 6, 2023

Valid through

31.12.2025

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

Rs. 32,000 - Rs. 41,000

Qualifications

Graduate

Employment Type

Full-time, Work From Home

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Description

Meesho Recruitment 2023

The office manager is responsible for the overall organization and functioning of the office.

Meesho Jobs Near Me

The office manager ensures that all equipment is working properly, arranges for necessary repairs, and orders and stocks office supplies. The office manager greets visitors and deals with any inquiries or problems they may have. The office manager also oversees the maintenance of the building, making sure that all areas are clean and in good repair.

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Meesho Jobs Careers

The office manager is responsible for overseeing and managing the day-to-day operations of the office. S/he will be responsible for ensuring that the office is clean, organized, and running smoothly. The office manager will also be responsible for handling office supplies, scheduling, and employee communications.

Responsibilities:-

- Oversee and manage the day-to-day operations of the office
- Ensure that the office is clean, organized, and running smoothly
- Handle office supplies

- Schedule appointments and maintain calendars
- Handle employee communications

Qualifications:-

- Proven experience as an office manager
- Excellent organizational skills
- Strong communication skills

Familiarity with office equipment

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