



<https://bestjob.jobsareahub.com/job/meesho-recruitment-2023-free-job-alert-office-coordinator-post/>

## Meesho Recruitment 2023 – Free Job Alert – Office Coordinator Post

**Hiring organization**  
Meesho

### Job Location

India  
Remote work from: India

**Date posted**  
July 24, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 22,000 - Rs. 43,000

APPLY NOW

### Qualifications

12th Passed/Graduate

### Employment Type

Full-time

### Experience

2+Years Experience Required

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### Description

## Meesho Recruitment 2023

1. The Office Coordinator is responsible for providing administrative support to the Meesho team. This includes tasks such as managing the office calendar, scheduling appointments, handling incoming and outgoing mail, and ordering office supplies. The ideal candidate will be a highly organized and efficient individual with excellent communication and interpersonal skills.

### Meesho Career

#### Responsibilities:

- Manage the office calendar and schedule appointments
- Handle incoming and outgoing mail
- Order office supplies
- Greet and direct visitors
- Provide administrative support to the Meesho team
- Other duties as assigned

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## **Meesho Jobs Near Me**

### **Skills:**

- Excellent organization and time management skills
- Strong communication and interpersonal skills
- Proficient in Microsoft Office Suite

### **Qualifications:**

- High school diploma or equivalent
- 1+ years of experience in an administrative role
- Experience with Microsoft Office Suite a plus

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

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