



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

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

**Hiring organization**  
Meesho

### Job Location

India  
Remote work from: India

**Date posted**  
September 15, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 15,000 - Rs. 18,000

APPLY NOW

### Qualifications

12th Pass/Graduate

### Employment Type

Full-time

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### Description

## Meesho Recruitment 2023

The Administrator is responsible for providing administrative support to the Meesho team. This position requires a strong understanding of administrative procedures and systems, as well as the ability to work independently and as part of a team.

### Meesho Career

#### Responsibilities:

- Manage the office calendar and schedule appointments
- Coordinate travel arrangements for team members
- Process expense reports and reimbursements
- Manage office supplies and inventory
- Provide administrative support to team members on a variety of tasks

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### Meesho Jobs Near Me

#### Skills:

- Strong administrative skills
- Ability to manage multiple tasks simultaneously

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team

Proficiency in Microsoft Office Suite

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

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