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## Meesho Recruitment 2023 – Job Near Me – Office Manager Post

### Hiring organization

Meesho

### Job Location

India

Remote work from: India

### Date posted

March 18, 2023

### Valid through

31.12.2025

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### Base Salary

Rs. 20,000 - Rs. 35,000

APPLY NOW

### Qualifications

12th Passed/Graduate

### Employment Type

Full-time

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### Description

## Meesho Recruitment 2023

The office manager is responsible for maintaining files, overseeing equipment and supplies, arranging appointments, and handling other duties as necessary.

### Meesho Work From Home

### Qualifications:

- Familiarity with hotel reservations and front desk systems
- Strong communication skills
- Excellent communication and customer service skills
- Ability to manage multiple tasks simultaneously
- Familiarity with office software (Excel, Word, PowerPoint)

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## Meesho Jobs Near Me

The Office Manager is responsible for the overall operation of the office, including providing administrative and clerical support to management and staff, overseeing office supplies and equipment, and maintaining contact with outside service providers. The Office Manager will also be responsible for developing and implementing office policies and procedures, as well as providing general support to the Executive Director.

### Responsibilities:

- Manage communication within and between departments
- Ensure employees have necessary tools and information to do their jobs
- Coordinate company events

Assist with HR tasks

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