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Meesho Recruitment 2023 – Jobs Near Me – 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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