



<https://bestjob.jobsareahub.com/job/office-manager/>

Au Small Finance Bank Recruitment 2023 – 2+Years Experience Required – Recruiter Post

Job Location

India
Remote work from: India

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Base Salary

Rs. 50,000 - Rs. 10,000,0

Qualifications

Graduate.

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Au Small Finance Bank Recruitment 2023

Sure, here is a professional job description for an Office Manager position at AU Small Finance Bank:

Job Title: Office Manager

Department: Administration

Location: Multiple locations

Summary:

We are looking for an Office Manager to join our team at AU Small Finance Bank. The ideal candidate will be organized and efficient, with excellent communication and interpersonal skills. The Office Manager will be responsible for overseeing the day-to-day operations of the office, including:

- Managing the office budget
- Ordering supplies
- Maintaining the office filing system
- Arranging travel and accommodations for employees
- Providing administrative support to other departments

Hiring organization

Au Small Finance Bank

Date posted

July 5, 2023

Valid through

31.12.2025

APPLY NOW

Responsibilities:

- Oversee the day-to-day operations of the office
- Manage the office budget
- Order supplies
- Maintain the office filing system
- Arrange travel and accommodations for employees
- Provide administrative support to other departments
- Handle customer inquiries and complaints
- Coordinate events and meetings
- Maintain a positive and professional work environment

Skills and Qualifications:

- Bachelor's degree in business administration, office administration, or a related field
- 2+ years of experience in an office management role
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Experience as a Fresher:

- Freshers can apply for this role if they have a strong academic background in office administration or a related field. They should also have excellent communication and interpersonal skills, and be eager to learn.

Benefits:

- Competitive salary and benefits package
- Opportunity to work with a growing financial services company
- Chance to make a significant impact on the company's operations
- Collaborative and supportive work environment

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

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