

<https://bestjob.jobsareahub.com/job/paras-pharmaceuticals-ltd-recruitment-2023-2years-experience-required-office-manager-post/>

## Paras Pharmaceuticals Ltd Recruitment 2023 – 2+Years Experience Required – Office Manager Post

### Job Location

India  
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

Rs. 35,000 - Rs. 50,000

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Paras Jobs Recruitment 2023

The office manager is responsible for the day-to-day running of the office and the effective and efficient operation of the administrative functions.

### Paras Jobs Near Me

This will include but is not limited to: overseeing and managing the office team, facilities, supplies, equipment, document management, budgeting and finance, health and safety, and communication/IT.

(adsbygoogle = window.adsbygoogle || []).push({});

### Paras Jobs Careers

The ideal candidate for this role will be an experienced office manager with a hands-on approach who is able to lead by example and motivate the team.

### Qualifications:

Extensive experience as an office manager.

Proven ability to lead and motivate a team.

Strong organizational skills.

Excellent attention to detail.

### Hiring organization

Paras Pharmaceuticals Ltd

### Date posted

April 26, 2023

### Valid through

31.12.2025

APPLY NOW

Good financial acumen.

Knowledge of health and safety regulations.

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});