

<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

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Base Salary

Rs. 35,000 - Rs. 50,000

Qualifications

Graduate

Employment Type

Full-time

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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.

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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**

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