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Meesho Recruitment 2023 – Job Alert – Office Coordinator Post

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted
September 15, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 18,000

APPLY NOW

Qualifications

12th Pass/Graduate

Employment Type

Full-time

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Description

Meesho Recruitment 2023

The Administrator is responsible for providing administrative support to the Meesho team. This position requires a strong understanding of administrative procedures and systems, as well as the ability to work independently and as part of a team.

Meesho Career

Responsibilities:

- Manage the office calendar and schedule appointments
- Coordinate travel arrangements for team members
- Process expense reports and reimbursements
- Manage office supplies and inventory
- Provide administrative support to team members on a variety of tasks

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Meesho Jobs Near Me

Skills:

- Strong administrative skills
- Ability to manage multiple tasks simultaneously

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team

Proficiency in Microsoft Office Suite

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