

Allahabad UP Gramin Bank Careers – 2+ Years Experience Required – Office Manager Post

Hiring organization
Allahabad UP Gramin Bank

Job Location

India
Remote work from: India

Date posted
April 8, 2023

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Valid through
31.12.2025

Base Salary

Rs. 17,000 - Rs. 27,000

Button
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Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Allahabad UP Gramin Bank Recruitment 2023

The Office Manager is responsible for the efficient and effective operation of the office, including the provision of administrative and clerical support to management and staff.

Allahabad UP Gramin Bank Jobs For Freshers

The Office Manager is also responsible for facilities management, including the coordination of maintenance and repair services, and the safety and security of the office premises.

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Responsibilities:

- Provide general administrative and clerical support to management and staff
- Manage office facilities and coordinate maintenance and repair services
- Coordinate security and safety arrangements for the office premises
- Perform other related duties as assigned

Qualifications:

- High school diploma or equivalent
- At least 2 years of experience in a managerial or supervisory role
- Familiarity with office facilities management procedures

Competent in Microsoft Office Suite

Important Links

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

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