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Blinkit Careers 2023 – 2+Years Exp – Fast job – Office Manager Post

Hiring organization
Blinkit

Job Location

India
Remote work from: India

Date posted
May 15, 2023

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Valid through
30.12.2023

Base Salary

Rs. 15,500 - Rs. 24,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Blinkit Jobs in India

Blinkit is seeking an experienced Office Manager to oversee the daily operations of our office. The successful candidate will be responsible for managing office services, ensuring organizational effectiveness and efficiency, and maintaining a positive and professional work environment.

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Blinkit Jobs Near me

Responsibilities:

- Oversee and coordinate all office administrative activities, including but not limited to managing supplies, coordinating with vendors, and managing office facilities and equipment
- Create and maintain office policies and procedures, ensuring they are up-to-date and in compliance with company standards
- Develop and implement efficient office systems, ensuring they are designed to optimize productivity and meet the needs of the organization.

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Blinkit Jobs Careers

Skills:

- Proven experience as an Office Manager or similar administrative role
- Strong organizational and planning skills, with the ability to manage multiple tasks and priorities simultaneously
- Excellent communication and interpersonal skills, with the ability to work well with a diverse group of individuals

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