

## Boroline Career 2023 – Jobs Near Me – Office Manager Post

### Hiring organization

Boroline

### Job Location

Remote work possible

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### Base Salary

Rs. 25,000 - Rs. 50,000

### Qualifications

10th, 12th, Graduate

### Employment Type

Full-time

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### Date posted

June 23, 2023

### Valid through

30.09.2025

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### Description

## Boroline Jobs in India

**Job Title:** Office Manager

**Location:** Boroline, India

**Reports To:** CEO

### Summary:

The Office Manager is responsible for the day-to-day administrative operations of the company. This includes managing the office staff, scheduling appointments, ordering supplies, and providing general support to the employees. The ideal candidate will be organized, efficient, and have excellent communication skills.

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### Responsibilities:

- Manage the office staff, including hiring, training, and evaluating employees
- Schedule appointments and meetings
- Order office supplies and equipment
- Provide general administrative support to employees, including answering phones, filing paperwork, and preparing reports
- Oversee the company's filing system
- Maintain the company's website and social media accounts
- Other duties as assigned

- Excellent customer service skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Excellent communication skills, both written and verbal.
- Attention to detail.

**Skills:**

- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Proficient in Microsoft Office Suite
- Experience with customer service
- Ability to work independently and as part of a team

**Qualifications:**

- Bachelor's degree in business administration or a related field
- 2+ years of experience in an administrative or office management role
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

**Important Links**

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

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