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Colgate Recruitment 2023 – Jobs Near Me – Office Manager Post

Hiring organization
Colgate

Job Location

India
Remote work from: India

Date posted
March 6, 2023

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Valid through
31.12.2025

Base Salary

Rs. 18,000 - Rs. 25,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Colgate Recruitment 2023

The office manager is responsible for the overall functioning of the office. They are responsible for ensuring that all office equipment is in working order, all supplies are ordered and stocked, and all office maintenance is taken care of.

Additionally, the office manager is responsible for managing the office budget and hiring and supervising office staff.

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Colgate Jobs For Freshers

Responsibilities:

- Administering office operations, such as creating and issuing purchase orders, tracking inventory, and maintaining facilities and equipment
- Providing clerical support, such as preparing correspondence, transcribing notes,

and scheduling appointments

- Managing office supplies and equipment, including ordering, stocking, and organizing
- Overseeing building and grounds maintenance, including arranging for repairs and contracting service providers
- Coordinating office activities, such as arranging for catering or setting up meeting rooms

Important Links

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

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