

DTDC Careers 2023 - Freshers Job - Office Manager Post

Hiring organization
DTDC

Job Location

India
Remote work from: India

Date posted
January 24, 2023

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Valid through
30.09.2025

Base Salary

Rs. 11,000 - Rs. 19,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

DTDC Jobs 2023

The Office Manager is responsible for the overall management and smooth operation of the office.

Jobs Near Me

Responsibilities:

Oversee the daily operation of the office

Maintain office records and files

Manage office budget

Other duties as assigned

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Jobs For Freshers

Qualifications:

Bachelor's degree in business administration

Minimum of three years of experience in administrative role

Strong organizational skills

Excellent communication skills

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

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