

## DTDC Recruitment 2023 – Jobs Near Me – Office Manager Post

**Hiring organization**  
DTDC

### Job Location

India  
Remote work from: India

**Date posted**  
January 17, 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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