Emami Recruitment 2023 – Apply Online – Office Manager Post

Hiring organization
Emami

Job Location
India
Remote work possible

(adsbygoogle = window.adsbygoogle || []).push({});

Date posted
June 21, 2023

Valid through
31.12.2025

APPLY NOW

Base Salary
Rs. 19,000 - Rs. 31,000

Qualifications
12th, Graduate

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Emami Jobs 2023

Job Title: Office Manager

Location: Delhi

Reports To: Head of Administration

Summary:

We are looking for a highly motivated and experienced Office Manager to join our team. The ideal candidate will have a strong understanding of office management principles and be able to provide administrative support to the company. They will also be able to work independently and as part of a team to achieve office management goals.

Responsibilities:

- **Manage the day-to-day operations of the office:** This includes managing the office calendar, scheduling appointments, and managing the flow of paperwork.
- **Oversee the administrative staff:** This includes hiring, training, and evaluating administrative staff.
- **Provide administrative support to the executive team:** This includes preparing presentations, managing travel arrangements, and handling correspondence.

Skills:

- **Excellent organizational and time management skills:** This includes being able to prioritize tasks, meet deadlines, and work efficiently.
- **Strong communication and interpersonal skills:** This includes being able to communicate effectively with clients, staff members, and other stakeholders.
- **Problem-solving and analytical skills:** This includes being able to identify and resolve problems, and make decisions.

Qualifications:

- **Bachelor's degree in Business Administration or a related field:** This is preferred, but not required.
- **1+ years of experience in back office administration:** This is preferred, but not required.
- **Proficiency in Microsoft Office Suite:** This is required.

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