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Hitachi Recruitment 2023 – Jobs Near Me – Office Manager Posts

Hiring organization
Hitachi

Job Location

India
Remote work possible

Date posted
June 21, 2023

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Valid through
31.12.2025

Base Salary

Rs. 30,000 - Rs. 40,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Hitachi Jobs in India

Job Title: Office Manager

Location: Delhi

Reports To: General Manager

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:

- **Provide administrative support to the company:** This includes managing the office calendar, scheduling appointments, and managing the flow of paperwork.
- **Oversee the daily operations of the office:** This includes managing the office budget, ordering supplies, and maintaining the office facilities.
- **Provide customer service to clients and visitors:** This includes answering phone calls, greeting visitors, and providing information about the company.

- **Other duties as assigned:** This may include participating in training programs, and providing guidance to other office staff.

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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, visitors, and other staff members.
- **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 office management:** This is preferred, but not required.
- **Proficiency in Microsoft Office Suite:** This is required.

Experience as a Fresher:

- **Freshers with a strong academic background and a passion for office management are encouraged to apply:** If you are a fresh graduate with a strong academic background and a passion for office management, we encourage you to apply. We are willing to train the right candidate on our office management practices and procedures.

Benefits:

- **Competitive salary and benefits package:** We offer a competitive salary and benefits package, including health insurance, dental insurance, vision insurance, life insurance, 401(k) plan, and paid time off.
- **Opportunity to work with a dynamic and growing team:** We are a dynamic and growing company, and we offer the opportunity to work with a talented team of individuals who are passionate about office management.
- **Chance to make a real impact on the company:** We believe that our Office Managers have the opportunity to make a real impact on the company by providing administrative support and ensuring the smooth running of the office.

Important Links

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

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