



<https://jobquest.jobsleworld.com/job/icici-bank-recruitment-2023-jobs-near-me-office-manager-post/>

## ICICI Bank Recruitment 2023 – Jobs Near Me – Office Manager Post

### Hiring organization

ICICI Bank

### Job Location

India

Remote work from: IND

### Date posted

July 3, 2023

### Valid through

31.12.2023

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### Base Salary

Rs. 15,000 - Rs. 24,000

APPLY NOW

### Qualifications

12th Passed/Graduate

### Employment Type

Full-time

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### Description

## ICICI Bank Recruitment 2023

Position Overview: ICICI Bank is seeking a highly organized and proactive Office Manager to join our team. As an Office Manager, you will be responsible for overseeing the day-to-day operations of our office, ensuring smooth functioning and creating a productive work environment. This role requires exceptional communication skills, strong attention to detail, and the ability to manage multiple tasks simultaneously. If you are a dedicated professional with a passion for efficiency and teamwork, we invite you to apply.

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- Position Overview: CEAT Tyres is seeking a highly organized and proactive Office Manager to join our team. As an Office Manager, you will be responsible for overseeing the day-to-day operations of our office, ensuring smooth functioning and creating a productive work environment. This role requires exceptional communication skills, strong attention to detail, and the ability to manage multiple tasks simultaneously. If you are a dedicated professional with a passion for efficiency and teamwork, we invite you to apply.

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#### **Skills and Qualifications:**

1. Bachelor's degree in business administration or a related field is preferred.
2. Proven experience as an office manager or in a similar administrative role.
3. Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
4. Strong leadership abilities, with the capacity to supervise and motivate a team.
5. Exceptional written and verbal communication skills.
6. Proficient in using MS Office applications (Word, Excel, PowerPoint) and other office software.
7. Attention to detail and a high level of accuracy in all work.
8. Ability to handle confidential information with integrity and professionalism.
9. Strong problem-solving and decision-making skills.
10. Adaptability and flexibility to work in a fast-paced environment.

#### **Important Links**

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

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