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Jio Recruitment 2023 – Job Freshers – Office Manager Posts

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
March 18, 2023

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Valid through
31.12.2025

Base Salary

Rs. 18,000 - Rs. 27,000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Office Manager is responsible for the overall organization and operation of the office. This includes, but is not limited to, providing administrative and clerical support, managing office supplies and equipment, overseeing building and grounds maintenance, and coordinating office activities.

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Responsibilities:

- Administering office operations, such as creating and issuing purchase orders, tracking inventory, and maintaining facilities and equipment
- Providing clerical support, such as preparing correspondence, transcribing notes, and scheduling appointments

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Jio Jobs For Freshers

- Managing office supplies and equipment, including ordering, stocking, and organizing

- Overseeing building and grounds maintenance, including arranging for repairs and contracting service providers
- Coordinating office activities, such as arranging for catering or setting up meeting

Important Links

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

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