

## Lenskart Recruitment 2023 – 2+ Years Experienced Required – Administrative Manager Posts

**Hiring organization**  
Lenskart

### Job Location

India  
Remote work from: India

**Date posted**  
April 12, 2023

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

**Valid through**  
31.12.2025

### Base Salary

Rs. 17,000 - Rs. 27,500

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

### Experience

2+ Years Experienced Required

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

### Description

## Lenskart Recruitment 2023

The administrative manager oversees the administrative staff and ensures that all procedures within the office are running smoothly. The responsibilities of the administrative manager include: overseeing the hiring and firing of administrative staff,

### Lenskart Jobs Near Me

The Administrative Manager is responsible for providing a full range of administrative support to the leadership team. The position is responsible for managing schedules, organizing and preparing materials for meetings, and handling a wide variety of tasks to support efficient and effective office operations.

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

### Jobs For Freshers

#### Responsibilities:

- Answer customer questions and resolve issues
- Maintain a high level of customer satisfaction
- Respond to customer inquiries in a timely and professional manner

#### Qualifications:

- Previous experience providing customer service

- Excellent communication skills
- Strong problem solving skills
- Ability to work independently and prioritize tasks

**Important Links**

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

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

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