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Meesho Jobs 2023 - Job Freshers - Office Manager Post

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted

February 15, 2023

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Valid through

31.12.2025

Base Salary

Rs. 15,000 - Rs. 20,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Meesho Recruitment 2023

The Office Manager is responsible for the effective and efficient operation of the office.

Jobs For Freshers

Qualifications:

- Proven experience as an office manager or in a similar role
- Strong organizational skills and attention to detail
- Good communication and interpersonal skills
- Familiarity with office equipment and software

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Meesho Work From Home Jobs

This includes providing administrative and secretarial support to the management team, overseeing office operations, and managing office staff.

Responsibilities:

- Handle day-to-day office operations, including supplies, equipment, and maintenance
- Manage office staff, including hiring, training, and performance management
- Provide administrative and secretarial support to the management team
- Coordinate employee travel and schedules
- Organize and manage company events

Important Links

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

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