



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

Meesho Recruitment 2023 – Jobs Near Me – Office Manager Post

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted
January 16, 2023

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Valid through
30.09.2023

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

Office Manager Lead Job Released in Meesho.

Jobs For Freshers

Responsibilities:

- Oversee the day-to-day operation of the office
- Coordinate and implement administrative policies and procedures
- Supervise secretarial and support staff
- Coordinate office services

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Meesho Work From Home Jobs

Skills:

- High school diploma
- Five years of experience in an administrative role

Experience with Microsoft Office

Important Links

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

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