



<https://jobquest.jobsleworld.com/job/nerolac-recruitment-2023-freshers-jobs-office-manager-post/>

## Nerolac Recruitment 2023 – Freshers Jobs – Office Manager Post

**Hiring organization**  
Nerolac

### Job Location

Remote work from: IND

### Date posted

September 21, 2023

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### Valid through

31.12.2025

### Base Salary

Rs. 18,000 - Rs. 22,000

**APPLY NOW**

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Nerolac Recruitment 2023

The Office Manager is responsible for overseeing the day-to-day operations of the Nerolac office. This includes tasks such as managing staff, maintaining office supplies, and coordinating events. The Office Manager must be organized, efficient, and have a strong attention to detail.

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## Nerolac Jobs Near Me

### Responsibilities:

- Manage the office staff, including hiring, training, and scheduling
- Maintain office supplies and equipment
- Coordinate events and meetings
- Manage the office budget
- Provide administrative support to the General Manager and other executives

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- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

#### Important Links

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

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