



<https://jobquest.jobsworld.com/job/nerolac-recruitment-2023-work-from-home-jobs-back-office-assistant-post/>

Nerolac Recruitment 2023 – Work From Home Jobs – Back Office Assistant Post

Hiring organization
Nerolac

Job Location

Remote work possible

Date posted

July 3, 2023

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

Valid through

31.12.2025

Base Salary

Rs. 25,000 - Rs. 50,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time, Work From Home

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

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

Description

Nerolac Recruitment 2023

Job Title: Budget Analyst

Department: Finance

Reports To: Finance Manager

Summary:

Nerolac, a leading paint manufacturing company, is seeking a highly organized and proactive Office Manager to join our team. As an Office Manager, you will be responsible for ensuring the smooth functioning of our office operations and creating a productive work environment. This role requires excellent communication skills, attention to detail, and the ability to handle multiple tasks effectively. If you are a dedicated professional with a passion for efficiency and teamwork, we invite you to apply.

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

Jobs Near Me

Responsibilities:

- Oversee and manage the day-to-day operations of the office, including administrative tasks, facilities management, and vendor coordination.
- Supervise and support administrative staff, ensuring they have the necessary resources and guidance to perform their duties efficiently.
- Develop and implement office policies, procedures, and best practices to enhance productivity and maintain a professional work environment.
- Coordinate and manage office supplies, equipment, and inventory, ensuring timely procurement and cost-effective solutions.
- Maintain and update office records, including employee attendance, leave management, and other relevant documents.
- Manage office budgets, track expenses, and provide regular reports to ensure effective cost management.
- Schedule and coordinate meetings, appointments, and travel arrangements for senior management, maintaining calendars and ensuring efficient use of time.
- Serve as the primary point of contact for internal and external stakeholders, handling inquiries, requests, and complaints in a professional and timely manner.
- Coordinate with HR for recruitment and onboarding processes, including posting job vacancies, screening resumes, and organizing interviews.
- Support the HR department in employee engagement initiatives, such as organizing team-building activities and employee recognition programs.
- Maintain confidentiality and handle sensitive information with integrity and professionalism.
- Stay updated on industry trends and best practices related to office management, recommending improvements and implementing relevant changes.

Skills:

- Bachelor's degree in business administration or a related field is preferred.
- Proven experience as an office manager or in a similar administrative role.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong leadership abilities, with the capacity to supervise and motivate a team.
- Exceptional written and verbal communication skills.
- Proficient in using MS Office applications (Word, Excel, PowerPoint) and other office software.
- Attention to detail and a high level of accuracy in all work.
- Ability to handle confidential information with integrity and professionalism.
- Strong problem-solving and decision-making skills.
- Adaptability and flexibility to work in a fast-paced environment.
-

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field
- 3+ years of experience in budget analysis
- CPA or CMA certification preferred

Important Links

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

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

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