



<https://jobquest.jobsleworld.com/job/phonepe-jobs-2023-2-years-experience-required-office-manager/>

PhonePe Jobs 2023 - 2+ Years Experience Required - Office Manager

Hiring organization
PhonePe

Job Location

India
Remote work from: India

Date posted
April 12, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

PhonePe Jobs in India

The office manager is responsible for the smooth daily functioning of the office. They are responsible for organizing and coordinating office activities and operations, maintaining office supplies and equipment, and overseeing security and janitorial services.

PhonePe Jobs Near Me

The office manager must have excellent communication and problem solving skills, as well as strong organizational skills.

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PhonePe Careers

Responsibilities:

- Oversee the daily functioning of the office - Coordinate office activities and operations - Manage office supplies and equipment - Monitor and maintain security in the office - Supervise janitorial services

Qualifications:

-At least 5 years of managerial experience in an office setting -Excellent communication and problem solving skills -Strong organizational skills -Familiarity

with administrative procedures and standards

Important Links

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

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