

## UBS Bank Careers – Apply Online Job – Data Entry Operator Post

**Hiring organization**  
UBS Bank

### Job Location

India  
Remote work from: India

**Date posted**  
January 28, 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

## UBS Bank Careers

The office manager is responsible for organizing and coordinating the office functions and activities. This includes overseeing the maintenance of office equipment and supplies, managing employee records, and providing secretarial and administrative support to management

### Apply Online

- Oversee the maintenance of office equipment and supplies • Manage employee records
- Coordinate office activities and arrange appointments
- Provide secretarial and administrative support to management

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### Jobs Near Me

The office manager is responsible for organizing and coordinating the office functions and activities. This includes overseeing the maintenance of office equipment and supplies

### Jobs For Freshers

Qualifications:

- High school diploma or equivalent
- Minimum of two years of office experience
- Strong organizational skills

Excellent communication and problem-solving abilities

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

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