

UBS Bank Careers – Apply Online Job – Data Entry Operator

Hiring organization
UBS Bank

Job Location

India
Remote work from: India

Date posted
January 30, 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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