

## Unilever Careers - Job For Freshers - Office Manager

**Hiring organization**  
WOW Momo

### Job Location

India  
Remote work from: India

**Date posted**  
February 3, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 15,000 - Rs. 28,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## WOW Momo Recruitment 2023

Unilever are looking Candidates For a Data Entry Operator Jobs.

### WOW Momo Jobs Near Me

The Office Manager is responsible for the overall operation of the office. This includes, but is not limited to, managing the office budget, overseeing office staff

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### WOW Momo Jobs For Freshers

The Office Manager will also provide general clerical support to the team. The Office Manager is responsible for providing administrative support to the company. This includes managing the office, overseeing supplies and managing employee records. The Office Manager is also responsible for creating and managing a system for tracking important company documents.

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

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