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Unilever Careers – Job Freshers – Office Manager Post

Hiring organization
Unilever

Job Location

India
Remote work from: India

Date posted
January 30, 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

Unilever Recruitment 2023

Unilever are looking Candidates For a Data Entry Operator Jobs.

Unilever 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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Unilever 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.

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