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Office Manager – ICICI Bank Careers 2023 In Kolkata, Golpark

Hiring organization
ICICI Bank

Job Location

Golpark, 700019, Kolkata, West Bengal, India

Date posted
June 6, 2023

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Valid through
31.12.2023

Base Salary

USD 13,200 - USD 18,000

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Qualifications

Graduate

Employment Type

Full-time

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Description

ICICI Bank Recruitment 2023

Job Title: Office Manager

Company: ICICI Bank

Location: Kolkata, Golpark, India

Job Description:

ICICI Bank, one of India's leading banks, is seeking an Office Manager to join their team in Kolkata. As an Office Manager at ICICI Bank, you will be responsible for overseeing the day-to-day operations of the office, managing administrative tasks, and providing support to the branch team. This role requires strong organizational skills, attention to detail, and the ability to work effectively in a fast-paced environment.

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ICICI Bank Jobs Near Me

Responsibilities:

1. Office Operations: Oversee the smooth functioning of the office, ensuring all administrative processes and procedures are followed. Coordinate and manage office supplies, equipment, and maintenance.

2. **Administrative Support:** Provide administrative support to the branch team by handling phone calls, managing correspondence, scheduling meetings, and maintaining records and files. Assist in preparing reports, presentations, and other documents as required.
3. **Team Coordination:** Coordinate with internal teams and departments to facilitate communication and collaboration. Act as a point of contact for inquiries and requests from team members and external stakeholders.
4. **Customer Service:** Assist in providing excellent customer service by addressing customer inquiries and resolving issues in a timely and efficient manner. Ensure customer satisfaction and maintain a positive customer-centric approach.
5. **Compliance and Documentation:** Ensure compliance with bank policies, procedures, and regulatory guidelines. Maintain accurate and up-to-date documentation and records as per the bank's standards.
6. **Training and Development:** Support the training and development initiatives for the branch team. Assist in organizing training programs and workshops as required.
7. **Financial Management:** Assist in managing office expenses and budget, ensuring proper utilization of resources. Monitor and reconcile financial transactions and reports.

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ICICI Bank Careers

Requirements:

- Bachelor's degree in Business Administration, Finance, or a related field. Master's degree is a plus.
- Proven experience in office management or administrative roles, preferably in the banking or financial services industry.
- Strong organizational and multitasking skills, with the ability to prioritize tasks and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to interact with internal and external stakeholders professionally.
- Proficiency in MS Office applications (Word, Excel, PowerPoint) and familiarity with office management software and tools.
- Attention to detail and a high level of accuracy in handling documentation and data.
- Knowledge of banking operations, policies, and regulatory requirements is desirable.
- Ability to work independently and collaboratively in a team environment.
- Strong problem-solving skills and the ability to adapt to changing situations.
- Professional demeanor and a commitment to maintaining confidentiality and integrity.

Important Links

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

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