

<https://jobfever.govhelp.in/job/pidilite-careers-2023-jobs-alert-office-manager-post/>

Pidilite Careers 2023 – Jobs Alert – Office Manager Post

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
June 28, 2023

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Valid through
31.12.2023

Base Salary

USD 19,000 - USD 23,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Pidilite Recruitment 2023

Pidilite is looking for an office manager to join our team. The ideal candidate will be a highly organized and efficient individual with excellent communication and interpersonal skills.

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Pidilite Jobs Near Me

Responsibilities:

- Oversee the day-to-day operations of the office, including managing the office staff, scheduling appointments, and maintaining office supplies.
- Provide administrative support to the management team, including preparing reports, handling correspondence, and scheduling meetings.
- Coordinate with external vendors, such as cleaning services and caterers.
- Manage the office budget and ensure that expenses are within budget.
- Represent the company at various events and functions.

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Pidilite Careers

Requirements:

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficient in Microsoft Office Suite.

Experience with office management software

Important Links

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

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