

Pidilite Recruitment 2023 – Pidilite Careers – Office Manager Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
September 2, 2023

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Valid through
31.12.2023

Base Salary

USD 19,000 - USD 25,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Pidilite Recruitment 2023

We are looking for a highly organized and efficient Office Manager to join our team. The Office Manager will be responsible for the day-to-day operations of the office, including administrative tasks, facilities management, and staff coordination.

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Responsibilities:

- Manage the office budget and expenses.
- Oversee the day-to-day operations of the office, including reception, mailroom, and IT support.
- Coordinate with vendors and contractors.
- Maintain office inventory and supplies.
- Recruit, hire, and train new employees.
- Conduct performance reviews and disciplinary actions as needed.
- Create and maintain office policies and procedures.
- Represent the company to clients and visitors.

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Pidilite Careers

Requirements:

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

- Ability to work independently and as part of a team

Experience with office management software

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

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