

## Pidilite Recruitment 2023 – Pidilite Jobs – Office Manager Job

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
September 19, 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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#### Pidilite Jobs Near Me

#### 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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