

Flipkart Recruitment 2023 – 2+Years Experience Required – Office Manager Post

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
April 14, 2023

Valid through
31.12.2025

Base Salary

USD. 11,000 - USD. 17,500

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Flipkart Recruitment 2023

The Office Manager will oversee the day-to-day functioning of the office and be responsible for all aspects of office management, including, but not limited to, office administration, personnel management, facilities management, and procurement.

Flipkart Jobs Work From Home

Responsibilities:

- Oversee the day-to-day functioning of the office
- Supervise and coordinate office administrative staff
- Manage personnel files and employee benefits
- Coordinate facilities management and maintain office equipment

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Qualifications:

- Bachelor's degree or equivalent experience
- At least 3 years of experience in office management
- Excellent communication and interpersonal skills

Important Links

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

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