

Infosys Careers 2023 – Free Job Alert – Office Manager Post

Hiring organization
Infosys

Job Location

India
Remote work from: IND

Date posted
July 15, 2023

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Valid through
31.12.2023

Base Salary

Rs. 15,500 - Rs. 22,200

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

Infosys Careers 2023

The Office Manager is responsible for the day-to-day operations of the office, including administrative, logistical, and customer service tasks.

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Infosys Jobs Near Me

Responsibilities:

- Manage the office staff and ensure that all tasks are completed efficiently and effectively
- Oversee the maintenance of the office premises and equipment
- Handle customer inquiries and complaints in a professional and timely manner
- Coordinate with other departments to ensure that the office runs smoothly
- Prepare reports and presentations as needed

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Infosys Work From Home Jobs

Qualifications:

- Excellent organizational and time management skills
- Strong interpersonal and customer service skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Important Links [Experience with office management software](#)