

<https://govhelp.in/job/infosys-recruitment-2023-jobs-near-me-office-manager-post/>

## Infosys Recruitment 2023 – Jobs Near Me – Office Manager Post

### Job Location

India  
Remote work from: India

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### Base Salary

USD. 15,000 - USD. 23,500

### Qualifications

Graduate.

### Employment Type

Full-time

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### Description

## Infosys Recruitment 2023

The Office Manager is responsible for providing administrative support to the company and managing the office environment.

Infosys Jobs Work From Home

### Responsibilities:

- Manage employee relations
- Maintain office supplies and equipment
- Coordinate all office activities
- Manage budget and financial operations of the office

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Infosys Jobs Near Me

### Qualifications:

- Previous experience in an office manager

### Hiring organization

Infosys

### Date posted

February 4, 2023

### Valid through

31.12.2025

APPLY NOW

- Strong organizational skills
- Excellent multitasking skills

#### Important Links

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

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