



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

Nokia Recruitment 2023 – Jobs Near Me – Office Manager Post

Job Location

India
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD. 12,000 - USD. 18,500

Qualifications

Graduate, 12Th Passed

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Nokia Recruitment 2023

The Office Manager is responsible for the smooth and efficient operation of the office.

Nokia Careers

Responsibilities:

- First point of contact for visitors and clients
- Organisation and coordination of office activities
- Coordination of office supplies
- Extend job offers
- Coordination of office maintenance

(adsbygoogle = window.adsbygoogle || []).push({});

Nokia Jobs Near Me

Qualifications:

- Bachelor's degree
- 3+ years of experience in an administrative
- Strong organisational skills and attention to detail

Excellent communication skills, both written and verbal.

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

(adsbygoogle = window.adsbygoogle || []).push({});

Hiring organization

Nokia

Date posted

May 5, 2023

Valid through

31.12.2025

APPLY NOW

```
(adsbygoogle = window.adsbygoogle || []).push({});
```