



<https://govhelp.in/job/rbl-bank-recruitment-2023-free-job-alert-office-manager-post/>

RBL Bank Recruitment 2023 – Free Job Alert – Office Manager Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 13,200 - USD. 19,500

Qualifications

Graduate, 12th Passed

Employment Type

Full-time

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Description

RBL Bank Recruitment 2023

As an Office Manager at RBL Bank, you will play a crucial role in overseeing the day-to-day operations of the office and providing administrative support to ensure smooth functioning.

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RBL Bank Jobs Near Me

Responsibilities:

1. Managing the reception area, including greeting visitors and handling incoming calls.
2. Coordinating meetings, conferences, and appointments.
3. Maintaining office supplies and ensuring their availability.
4. Handling incoming and outgoing mail and correspondence.
5. Managing travel arrangements and accommodation for staff, if required.
6. Assisting in organizing office events and employee engagement activities.
7. Maintaining records and files, both physical and electronic.
8. Collaborating with various teams to facilitate efficient office operations.

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Hiring organization

RBL Bank

Date posted

June 16, 2023

Valid through

31.12.2023

APPLY NOW

Skills:

1. Education: A bachelor's degree in business administration or a related field is preferred.
2. Experience: Prior experience in office administration or a similar role is desirable.
3. Communication Skills: Excellent verbal and written communication skills.
4. Organizational Skills: Strong organizational and multitasking abilities.
5. Attention to Detail: Keen attention to detail in handling administrative tasks.
6. Problem-solving Skills: Ability to identify and resolve issues effectively.
7. Interpersonal Skills: Good interpersonal skills to interact with staff and visitors.
8. Computer Skills: Proficiency in using MS Office applications and familiarity with office equipment.

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

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