



<https://govhelp.in/job/zomato-jobs-2023-jobs-near-me-administrative-manager-post/>

Zomato Jobs 2023 – Jobs Near Me – Administrative Manager Post

Job Location

India
Remote work from: India

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Base Salary

Rs. 12,000 - Rs. 19,500

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Hiring organization

Zomato

Date posted

January 19, 2023

Valid through

31.12.2025

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Description

Zomato Recruitment 2023

The Administrative Manager is responsible for the coordination and operation of the administrative office.

Zomato Careers

Responsibilities:

- Supervise the work of personnel in the administrative office
- Coordinate the operations of the administrative office
- Manage the budget and other resources of the administrative office
- Manage and maintain records in the administrative office

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Zomato Jobs Near Me

Qualifications:

- Bachelor's degree in business administration
- Five years of experience
- Strong supervisory skills

Important Links

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