



<https://jobroll.govhelp.in/job/google-recruitment-2023-work-from-home-office-manager-posts/>

Google Recruitment 2023 – Work From Home – Office Manager Posts

Hiring organization
Google

Job Location

India
Remote work from: IND

Date posted
August 30, 2023

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Valid through
31.12.2023

Base Salary

USD 26,000 - USD 32,000

APPLY NOW

Qualifications

Graduate

Employment Type

work from home

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Description

Google Recruitment 2023

As an office manager at our company, you will play a crucial role in ensuring the smooth operation and organization of our office.

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Google Careers

Responsibilities:

- Coordinate office operations: Manage and maintain office processes, procedures, and systems to ensure efficiency.
- Administrative support: Handle general administrative tasks such as answering phone calls, managing emails, scheduling meetings, and organizing travel arrangements.
- Office maintenance: Ensure the office space is clean, organized, and well-maintained. Arrange repairs or maintenance as needed.
- Office supplies and inventory management: Track

inventory of office supplies and order new materials when needed. Maintain relationships with suppliers.

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Google Jobs Near Me

Qualifications:

- Proven experience as an office manager or similar administrative role.
- Knowledge of office management systems and procedures.
- Proficient in using computer software such as MS Office (Word, Excel, PowerPoint).
- Strong organizational skills with the ability to prioritize tasks and multitask

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

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