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Indigo Recruitment 2023 – Free Job Alert – Office Manager Post

Hiring organization

Indigo

Date posted

September 15, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: IND

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Base Salary

USD 15,000 - USD 22,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Indigo Recruitment 2023

The Office Manager is responsible for the day-to-day operations of the Indigo office. They will work with a team of administrative staff to ensure that the office runs smoothly and efficiently. Office Managers will also be responsible for managing the office budget, overseeing office projects, and providing support to the General Manager.

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Indigo Jobs Near Me

Responsibilities

- Manage the day-to-day operations of the Indigo office
- Oversee a team of administrative staff
- Manage the office budget
- Oversee office projects
- Provide support to the General Manager
- Perform other duties as assigned

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Indigo Careers

Skills

- Excellent organizational and time management skills
- Strong administrative and clerical skills
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills

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