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Office Manager For Fast Job Search – Tech Mahindra/Apply Online Jobs For Freshers

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted
February 6, 2024

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Valid through
31.08.2024

Base Salary
USD 13 - USD 28

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Office Manager

We're seeking a dynamic and organized individual to join our team as an Office Manager! In this role, you'll be responsible for ensuring the smooth day-to-day operations of our office, creating a positive and productive work environment for our employees, and providing top-notch administrative support.

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Responsibilities:

- **Office Management:**
 - Manage office supplies, equipment, and inventory.
 - Coordinate maintenance and repairs.
 - Oversee housekeeping and ensure a clean and professional work environment.
 - Manage visitor reception and access control.
- **Administrative Support:**
 - Provide scheduling and calendar management for staff and executives.
 - Assist with travel arrangements and logistics.
 - Manage expense reports and petty cash.
 - Coordinate meetings and events.
 - Prepare presentations and reports.
- **HR Support:**

- Assist with onboarding and offboarding processes.
- Maintain employee records and files.
- Coordinate internal communication and announcements.
- Liaise with HR regarding employee concerns and needs.

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Tech Mahindra Careers

Skills:

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to multitask and prioritize effectively.
- Detail-oriented and with a strong sense of accuracy.
- Ability to work independently and as part of a team.

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