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Zomato Careers Jobs – Jobs Near Me – Office Manager Freshers Jobs

Hiring organization

Zomato

Date posted

March 21, 2024

Valid through

31.12.2024

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 20 - USD 28

Qualifications

Bachelor's degree in any discipline.

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Employment Type

Full-time

Description

Zomato Recruitment 2024

Zomato is India's leading online food ordering and delivery platform, connecting millions of users with their favorite restaurants. We're revolutionizing the way people eat and bringing great food experiences to everyone.

Zomato Jobs Near Me

Are you a highly organized and detail-oriented individual who thrives in a fast-paced environment? Do you enjoy wearing many hats and tackling a variety of challenges? If so, then a career as an Office Manager at Zomato could be the perfect fit for you!

In this role, you'll play a pivotal role in ensuring the smooth day-to-day operations of our office. You'll be responsible for a wide range of administrative tasks, from managing supplies and scheduling appointments to coordinating travel arrangements and overseeing office logistics. You'll also be the friendly face that greets visitors and provides support to our team members.

Summary

We're looking for a self-motivated and proactive Office Manager to join our growing team. You'll be responsible for creating a positive and productive work environment for our employees. If you're a problem-solver with excellent organizational skills and a can-do attitude, we encourage you to apply!

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Key Responsibilities

- Manage office supplies and equipment, ensuring timely restocking and efficient utilization.
- Schedule and maintain calendars for team members, including appointments, meetings, and travel arrangements.
- Oversee office maintenance and logistics, coordinating with vendors for services like cleaning and IT support.
- Manage travel arrangements for team members, including booking flights, hotels, and ground transportation.
- Process expense reports and ensure adherence to company policies.
- Prepare presentations and reports as needed.
- Coordinate company events and social gatherings.
- Greet visitors and answer phone calls in a professional and courteous manner.
- Maintain office filing systems and ensure proper document organization.
- Play a key role in onboarding new employees and providing administrative support.
- Stay up-to-date on company policies and procedures.

Required Skills and Qualifications

- Minimum of 2 years of experience in an office administration or related role.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize and manage multiple tasks simultaneously.
- Ability to work independently and take initiative.
- Attention to detail and accuracy.
- Positive and professional demeanor.

Experience

This position is open to both experienced Office Managers and enthusiastic individuals with a strong foundation in administrative tasks. We are more interested in your passion for organization and ability to thrive in a fast-paced environment than the number of years on your resume.

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Why Join Zomato

At Zomato, you'll be joining a dynamic and innovative company that's at the forefront of the food technology industry. You'll have the opportunity to work with a talented team of individuals who are passionate about food and technology. We offer a competitive salary and benefits package, as well as a fun and collaborative work environment. Here are some of the perks you can enjoy:

- Competitive salary and benefits package
- Opportunity to work for a leading company in the food technology industry
- Work with a talented and passionate team
- Fun and collaborative work environment
- Flexible work arrangements (remote work opportunities available)
- Free meals and snacks
- Learning and development opportunities
- Chance to make a real impact on the way people eat

We're a company that values its employees and encourages professional growth. If you're looking for a challenging and rewarding career, then Zomato is the place for you!

Application Process

To apply for this position, please submit your resume and cover letter online. In your cover letter, please tell us why you're interested in working at Zomato and what you can bring to the team.

Motivate to Join

We are a company that is revolutionizing the food industry, and we're looking for talented individuals to join us on our journey. If you're passionate about food, technology, and making a difference, then we encourage you to apply!

General Overview

This is an exciting opportunity to join a fast-growing and innovative company. As an Office Manager at Zomato, you'll play a vital role in ensuring the smooth operation of our office. You'll be responsible for a wide range of administrative tasks, and you'll have the opportunity to work with a talented and passionate team.

We are looking for a highly organized and detail-oriented individual who thrives in a fast-paced environment. If you're a problem-solver with excellent communication and interpersonal skills, then we encourage you to apply!

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