



<https://targetjob.govhelp.in/job/amazon-recruitment-free-job-office-manager/>

Amazon Recruitment – Free Job – Office Manager

Job Location

India
Remote work from: IND

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Base Salary

USD 19 - USD 25

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Amazon Recruitment

In this critical role, you'll act as the backbone of your assigned office, ensuring its smooth and efficient operation. You'll leverage your organizational skills, problem-solving abilities, and proactive approach to manage a variety of administrative tasks, support the team, and create a positive and productive work environment.

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Responsibilities:

- **Facility Management:** Oversee the daily upkeep and maintenance of the office space, including furniture and equipment, coordinating with maintenance and service providers as needed.
- **Budget Management:** Manage allocated budgets for office supplies, equipment, and other operational expenses, ensuring responsible and efficient use of resources.
- **Travel & Event Coordination:** Assist with travel arrangements for team members, including booking flights and hotels, and organize office events and meetings, ensuring smooth logistics and effective communication.
- **Human Resources Support:** Provide administrative support to the HR team with tasks like onboarding new hires, managing employee records, and arranging training sessions.
- **Inventory Management:** Maintain an inventory of office supplies and equipment, ensuring timely replenishment and efficient use of resources.

Hiring organization

Amazon

Date posted

February 27, 2024

Valid through

31.08.2024

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Amazon Careers

Skills:

- Minimum Bachelor's degree in Human Resources Management, Industrial Relations, or a related field.
- 1-3 years of experience in a relevant HR role.
- Experience in the telecommunications industry (a plus).

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