



<https://targetjob.govhelp.in/job/meesho-careers-for-office-manager-post/>

Meesho Careers For Office Manager Post

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 9,000 - USD 11,000

Qualifications

10th/12th, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Meesho Careers For Office Manager Post

Location: Work From Home

About the Job:

Meesho is seeking an Office Manager to join our team. As an Office Manager, you will be responsible for organizing daily operations, managing communication, and ensuring everything runs efficiently. This is a remote position, so you can work from home and manage office tasks online.

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Key Responsibilities:

- Oversee and coordinate daily administrative tasks.
- Manage communication between teams and departments.
- Handle scheduling, meetings, and other office activities.
- Maintain records and ensure proper documentation.
- Provide support to other departments as needed.

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Meesho

Date posted

September 28, 2024

Valid through

31.12.2024

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Requirements:

- Strong organizational and multitasking skills.
- Excellent communication skills, both verbal and written.
- Experience in office management or administrative roles (preferred).
- Ability to work independently and handle remote tasks.
- Reliable internet connection and a computer.

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Benefits:

- Work-from-home flexibility.
- Competitive salary with bonuses.
- Opportunities for growth and career advancement.
- Training and development programs.

How to Apply:

To apply, visit the official Meesho Careers page and follow the application instructions.

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Important Links

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

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