



<https://jobtalent.jobcitylive.com/job/airtel-recruitment-2023-jobs-alert-office-manager-post/>

## Airtel Recruitment 2023 – Jobs Alert – Office Manager Post

**Hiring organization**  
Airtel

### Job Location

India  
Remote work from: India

**Date posted**  
September 13, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2023

### Base Salary

Rs. 20,000 - Rs. 24,000

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Airtel Recruitment 2023

The Office Manager is responsible for providing administrative support to the Airtel office. This position requires a strong understanding of administrative procedures and practices, as well as the ability to work independently and as part of a team.

(adsbygoogle = window.adsbygoogle || []).push({});

### Airtel Jobs Near Me

### Responsibilities:

- Provide administrative support to the office, including managing calendars, scheduling appointments, and preparing presentations
- Coordinate with vendors and suppliers
- Track and manage office budgets
- Maintain office records and filing systems
- Other administrative tasks as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

#### Airtel Careers

#### Skills:

- Strong administrative skills, including time management, organization, and attention to detail
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Experience with administrative software (e.g., Salesforce)

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});