

## HDFC Bank Jobs 2023 – Bank Jobs – Office Manager Posts

**Hiring organization**  
HDFC Bank

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

**Date posted**  
January 16, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 11,000 - Rs. 17,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## HDFC Bank Recruitment 2023

The office manager is responsible for maintaining the organization and functionality of the office.

### Jobs Near Me

#### Responsibilities:

Overseeing all administrative tasks

Managing office staff

Liaising with clients and suppliers

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#### HDFC Bank Careers

#### Qualifications & Skills:

Proven experience as an office manager

Strong organizational skills

Excellent communication and interpersonal skills

**Strong IT Skills**

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

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