

HDFC Bank Recruitment 2023 – Freshers Jobs – Office Manager Posts

Hiring organization
HDFC Bank

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted

February 13, 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

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