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Meesho Careers 2023 – Jobs Near Me – Free Job Alert – All India Jobs – Office Staff Post

Hiring organization
Meesho

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
May 16, 2023

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Valid through
31.12.2023

Base Salary

Rs. 14,000 - Rs. 19,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Meesho Recruitment 2023

Meesho is looking for an Office Staff member to join our team. As an Office Staff member, you will be responsible for ensuring the smooth operation of our office and providing administrative support to our team.

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Responsibilities:-

1. Answering and directing phone calls and emails, and providing assistance to visitors.
2. Managing office supplies and equipment, and ensuring the office is well-maintained.
3. Providing administrative support to the team, including scheduling appointments and meetings, preparing reports, and maintaining records.

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Requirements

Meesho

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1. Strong communication and interpersonal skills, with the ability to interact with a wide range of people.
2. Good organizational skills, with the ability to multitask and prioritize tasks.
3. Proficiency in using computers and technology, including Microsoft Office and other software applications.

Important Links

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

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