

## Meesho Careers 2023 – Jobs Near Me – Office Staff Post

### Hiring organization

Meesho

### Date posted

May 11, 2023

### Valid through

31.12.2023

APPLY NOW

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

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

### Base Salary

Rs. 14,000 - Rs. 19,000

### Qualifications

Graduate

### Employment Type

Full-time

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

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

### 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.

(adsbygoogle = window.adsbygoogle || []).push({}); **Meesho Jobs Near Me**

### 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.

(adsbygoogle = window.adsbygoogle || []).push({}); **Meesho Jobs Near Me**

### Requirements

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

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