

Jindal Steel & Power Limited Recruitment 2023 – Apply Online – Front Office Assistant Post

Hiring organization
Jindal Steel & Power Limited

Job Location

India
Remote work from: India

Date posted
February 22, 2023

Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Jindal Steel & Power Limited Recruitment 2023

The front office assistant will provide day-to-day support to the front office staff. This includes managing schedules, handling customer inquiries, and preparing reports.

Jobs Near Me

The ideal candidate for this position is organized and has excellent communication skills.

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Apply Online Jobs

Responsibilities:

- Manage schedules
- Handle customer inquiries
- Prepare reports

Qualifications:

- Organized
 - Excellent communication skills
- Find the Link in [Apply Now](#) Button

Important Links

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