

## 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

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

### 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.

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

### Apply Online Jobs

#### Responsibilities:

- Manage schedules
- Handle customer inquiries
- Prepare reports

#### Qualifications:

- Organized
- Excellent communication skills

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

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

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