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Tata Steel Recruitment 2023 – 2+Expirence Required – Executive Assistant Post

Hiring organization
Tata Steel

Job Location

India
Remote work from: India

Date posted
May 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 44,000 - Rs. 54,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

Experience

2+Expirence Required

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Description

Tata Steel Recruitment 2023

The Executive Assistant is responsible for providing executive-level support to the Director of Data Science. This includes managing the Director's calendar, arranging meetings, preparing materials, and handling correspondence.

Tata Steel Jobs Near Me

The Executive Assistant must be able to work independently, prioritize tasks, and handle multiple assignments simultaneously. Excellent communication skills and the ability to maintain confidentiality are essential.

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Tata Steel Jobs Careers

This includes managing the Director's calendar, arranging meetings, preparing materials, and handling correspondence. The Executive Assistant must be able to work independently, prioritize tasks, and handle multiple assignments simultaneously. Excellent communication skills and the ability to maintain confidentiality are essential.

Responsibilities:

- Manage the Director's calendar, arrange meetings, and handle correspondence
- Prepare materials for meetings and briefings
- Draft letters and emails
- Handle logistics for travel and events
- Maintain confidential files

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