



<https://bestjob.jobsareahub.com/job/tata-steel-recruitment-2023-2expirence-required-office-manager-post/>

Tata Steel Recruitment 2023 - 2+Expirence Required - Office Manager Post

Hiring organization
Tata Steel

Job Location

India
Remote work from: India

Date posted
July 4, 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

We are seeking an experienced and highly organized Office Manager to join our team. As an Office Manager, you will play a crucial role in ensuring the smooth functioning of our office operations. You will be responsible for managing administrative tasks, coordinating office activities, and providing support to various departments. This is an exciting opportunity to contribute to the overall efficiency and productivity of our organization.

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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:

1. Oversee day-to-day office operations and ensure the smooth running of administrative processes.

2. Coordinate and manage office activities, including scheduling appointments, meetings, and conferences.
3. Handle and prioritize incoming communications, such as phone calls, emails, and mail.
4. Maintain office supplies inventory and place orders as necessary.
5. Manage office facilities, including maintenance, repairs, and improvements.
6. Develop and implement office policies and procedures to enhance efficiency and productivity.
7. Coordinate travel arrangements and accommodations for staff members.
8. Prepare and distribute internal communications and announcements.
9. Manage and maintain office equipment, ensuring proper functioning and troubleshooting issues.
10. Supervise administrative staff and provide guidance and support as needed.
11. Assist in budget preparation and monitoring of office expenses.
12. Ensure compliance with company policies and procedures.
13. Maintain accurate records and files, both electronic and hard copy.
14. Assist with special projects and initiatives as assigned by management.
15. Foster a positive and inclusive office environment.

Skills and Qualifications:

1. Bachelor's degree in Business Administration, Office Management, or a related field (preferred).
2. Proven experience as an Office Manager or in a similar administrative role.
3. Strong organizational and multitasking skills, with a keen attention to detail.
4. Excellent verbal and written communication skills.
5. Proficiency in office software applications, including MS Office (Word, Excel, PowerPoint).
6. Ability to prioritize tasks and meet deadlines in a fast-paced environment.
7. Strong problem-solving and decision-making abilities.
8. Excellent interpersonal skills and the ability to work well with diverse teams.
9. Knowledge of office management principles and procedures.
10. Familiarity with basic accounting principles and budgeting.
11. Ability to handle confidential and sensitive information with integrity.
12. Experience in supervising and mentoring staff is a plus.
13. Proactive and self-motivated with a strong work ethic.
14. Flexibility and adaptability to changing priorities and situations.
15. Professionalism and a positive attitude.

Experience as a Fresher: As a fresher, we value your enthusiasm and eagerness to learn. While prior experience as an Office Manager is preferred, we encourage individuals with strong organizational and multitasking skills to apply. We provide comprehensive training and support to help you excel in your role as an Office

Important Links

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

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