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Tata Steel Recruitment 2023 – Job Freshers – Administrator Post

Hiring organization
Tata Steel

Job Location

India
Remote work from: India

Date posted

February 10, 2023

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Valid through

31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

Tata Steel Recruitment 2023

They will be responsible for managing our company's day-to-day operations, ensuring that all administrative duties are carried out in a timely and efficient manner.

Tata Steel Jobs Near Me

Qualifications:

- At least 2 years of experience in an administrative role
- Experience working in a fast paced environment
- Ability to multi-task
- Strong organizational skills
- Ability to generate reports and organize data

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Tata Steel Jobs For Freshers

The Administrator is the backbone of our company. We are looking for an organized and motivated individual to join our team.

Responsibilities:

- Managing company's day-to-day operations
- Ensuring all administrative duties are carried out in a timely and efficient manner
- Organizing and maintaining office supplies and equipment – Assisting with billing and bookkeeping

Generating reports and organizing data

Important Links