



<https://bestjob.jobsareahub.com/job/tata-steel-recruitment-2023-job-freshers-administrator-post/>

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

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