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# Tata Steel Recruitment 2023 – Job Freshers – Supervisors Jobs

Job Location India Remote work from: India

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Base Salary Rs. 25,000 - Rs. 30,000

Qualifications Graduate.

Employment Type Full-time

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#### Description

## **Tata Steel Recruitment 2023**

The Supervisor is responsible for overseeing and coordinating the work of staff in the mailroom and ensuring that all procedures are followed according to established policies and practices. This position reports to the Operations Manager.

#### Tata Steel Jobs Near Me

#### **Duties and Responsibilities:**

- Supervise the work of staff in the mailroom
- Monitor operations to ensure accuracy, quality, and timeliness of service
- Train and orient new employees
- Maintain records and logs of work activities
- Resolve operational problems
- Respond to customer inquiries and complaints

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**Tata Steel Jobs For Freshers** 

Hiring organization Tata Steel

Date posted February 10, 2023

Valid through 31.12.2025

APPLY NOW

### Education and Experience:

- High school diploma or equivalent

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