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Tata Steel Recruitment 2023 – Job Freshers – Supervisors

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

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

Education and Experience:

- High school diploma or equivalent

- Two years of experience in a supervisory role

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