



<https://jobquest.jobsleworld.com/job/tata-power-recruitment-2023-jobs-near-me-administrative-manager-post/>

## Tata Power Recruitment 2023 – Jobs Near Me – Administrative Manager Post

**Hiring organization**  
Tata Power

### Job Location

India  
Remote work from: India

**Date posted**  
January 21, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 16,000 - Rs. 21,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Tata Power Recruitment 2023

The Administrative Manager provides the executive team with confidential administrative support and coordinations.

### Tata Power Work From Home Jobs

#### Responsibilities:

Provide confidential administrative support to the CEO and other members of the executive team

Coordinate scheduling, travel arrangements and meeting logistics

Handle confidential and sensitive information with discretion

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### Tata Power Jobs For Freshers

#### Qualifications:

Proven experience as an executive assistant or in a similar role

Strong organizational skills, attention to detail and discretion

Fluent in English

**Important Links**

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

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