



<https://jobquest.jobsleworld.com/job/tata-steel-recruitment-2023-free-job-alert-office-staff-post/>

Tata Steel Recruitment 2023 – Free Job Alert – Office Staff Post

Hiring organization
Tata Steel

Job Location

India
Remote work from: IND

Date posted
September 23, 2023

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Valid through
31.12.2025

Base Salary

Rs. 19,000 - Rs. 25,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Tata Steel Recruitment 2023

The Office Staff is responsible for providing administrative support to the Tata Steel team. This role includes performing a variety of tasks, such as answering phones, greeting visitors, filing documents, and managing office supplies. The Office Staff plays a vital role in ensuring that Tata Steel's offices run smoothly and efficiently.

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Tata Steel Careers

Responsibilities:

- Answer phones and direct calls to the appropriate department or employee.
- Greet visitors and direct them to the appropriate department or employee.
- File documents and maintain office records.
- Manage office supplies and order new supplies as needed.
- Assist with scheduling appointments and meetings.
- Perform other administrative tasks as assigned.

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Tata Steel Jobs Near Me

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Basic computer skills.

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

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