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Tata Steel Recruitment 2023 – Jobs Freshers – Executive Assistant Post

Hiring organization
Tata Steel

Job Location

India
Remote work from: India

Date posted
February 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 22,000 - Rs. 29,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Tata Steel Recruitment 2023

The Office Manager is responsible for the overall functioning of the office and will provide leadership, guidance and support to all office staff.

Jobs For Freshers

Qualifications:

- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Proven experience in a leadership or supervisory role in an office environment
- Strong

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Work From Home

S/he will be responsible for organizing and managing all office activities, ensuring that all office functions are carried out efficiently and in accordance with company procedures.

Responsibilities:

- Handle scheduling, coordination and execution of meetings and events
 - Implement and maintain effective filing systems for all office documentation
 - Maintain an up-to-date knowledge of company policies and procedures and ensure that all office staff are
- Important Links** **Find the Link in [Apply Now](#) Button**
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