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## Tata Steel Recruitment 2023 – Jobs Freshers – Executive Assistant

**Hiring organization**  
Tata Steel

### Job Location

India  
Remote work from: India

**Date posted**  
February 4, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 22,000 - Rs. 29,000

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### 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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