

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

Hiring organization
Tata Steel

Job Location

India
Remote work from: Brazil

Date posted
June 16, 2023

Valid through
31.12.2023

Base Salary

USD. 10,500 - USD. 15,000

APPLY NOW

Qualifications

12th Pass, Graduation.

Employment Type

Full-time

Description

Tata Steel Recruitment 2023

As an Office Clerk at Tata Steel, you will play a crucial role in providing administrative support and maintaining efficient office operations.

Tata Steel Jobs Near Me

Responsibilities:

1. Managing and organizing paperwork, documents, and records.
2. Handling incoming and outgoing correspondence, emails, and phone calls.
3. Assisting in scheduling appointments, meetings, and travel arrangements.
4. Maintaining office supplies and inventory.
5. Preparing and formatting reports, memos, and presentations.
6. Assisting with data entry, filing, and record-keeping tasks.
7. Coordinating with internal teams and external stakeholders.
8. Assisting in organizing and coordinating company events or meetings.

Tata Steel Careers

Qualifications:

1. Education: A high school diploma or equivalent qualification is required. Additional certifications or vocational training in office administration will be a plus.
2. Organizational Skills: Strong organizational skills to manage paperwork, documents, and office processes effectively.
3. Communication Skills: Good verbal and written communication skills to

interact with colleagues and stakeholders.

4. Computer Literacy: Proficiency in using office software such as word processing, spreadsheet, and email applications.
5. Attention to Detail: Excellent attention to detail to ensure accuracy in data entry and document handling.
6. Time Management: Ability to prioritize tasks and meet deadlines in a fast-paced office environment.
7. Confidentiality: Ability to handle sensitive information with discretion and maintain confidentiality.
8. Team Player: Strong teamwork and collaboration skills to work effectively with colleagues across different departments.

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