



<https://govhelp.in/job/tata-steel-recruitment-2023-jobs-near-me-administrative-manager-post/>

## Tata Steel Jobs 2023 – Jobs Near Me – Administrative Manager Post

**Hiring organization**  
Tata Steel

### Job Location

India  
Remote work from: Brazil

**Date posted**  
May 27, 2023

**Valid through**  
31.12.2023

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### Base Salary

USD. 10,500 - USD. 15,000

APPLY NOW

### Qualifications

12th Pass, Graduation.

### Employment Type

Full-time

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### Description

## Tata Steel Recruitment 2023

As an Administrative Manager, you will be responsible for overseeing and managing the administrative operations of our organization. You will play a critical role in ensuring efficient office operations, coordinating administrative activities, and supporting various departments within the company. Your strong organizational skills, leadership abilities, and attention to detail will contribute to the smooth functioning of our organization.

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### Tata Steel Jobs Near Me

### Responsibilities:

1. Oversee and coordinate administrative activities, ensuring efficient office operations and adherence to company policies and procedures.
2. Supervise and provide guidance to administrative staff, including receptionists, office assistants, and clerical personnel.
3. Develop and implement administrative systems, processes, and workflows to improve efficiency and productivity.
4. Manage and maintain office supplies, equipment, and facilities, ensuring their availability and proper functioning.
5. Coordinate and schedule meetings, appointments, and events, both internally and externally, and ensure timely communication and preparation.
6. Handle and prioritize incoming correspondence, emails, and phone calls,

and distribute information to relevant parties.

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**Tata Steel Careers**

**Qualifications:**

1. Bachelor's degree in business administration, management, or a related field (relevant certifications are a plus).
2. Proven experience in administrative management or a similar role, demonstrating strong organizational and leadership skills.
3. Excellent verbal and written communication skills, with the ability to communicate effectively with employees, stakeholders, and external parties.
4. Proficiency in using office productivity tools (e.g., Microsoft Office suite) and familiarity with office equipment and software.
5. Strong problem-solving and decision-making abilities, with the capacity to resolve issues and address administrative challenges.
6. Ability to multitask and prioritize tasks in a fast-paced environment, while maintaining attention to detail and meeting deadlines.

**Important Links**

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

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