



<https://jobable.govhelp.in/job/coordinator-jobs-for-freshers-jws-steel-careers/>

Coordinator – Jobs For Freshers – JWS Steel Careers

Job Location

India
Remote work from: IND

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Base Salary

USD 11 - USD 21

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Coordinator

We're seeking a highly motivated and organized individual to join our team as a Coordinator. This is a fantastic opportunity for freshers to gain valuable experience in the steel industry and contribute to the success of JSW Steel.

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JWS Steel Careers

Responsibilities:

- **Administrative Support:** Assist with daily office tasks such as scheduling meetings, managing documents, and maintaining filing systems.
- **Communication & Coordination:** Facilitate communication between different departments, ensure timely information flow, and coordinate logistical arrangements for events and meetings.
- **Data Management:** Maintain accurate records and databases, prepare reports, and analyze data to support various functions.

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Hiring organization

JWS Steel

Date posted

February 9, 2024

Valid through

31.08.2024

APPLY NOW



JWS Steel Jobs Near Me

Skills:

- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Graduate (any discipline) with a strong academic record.

Tags:

jsw steel ltd,jsw steel shorts,jsw steel,jsw company,mis sangitajindal fan,jindal family,jswgroup,sajjan jindal interview,jswcompany owner,mr sajjanjindalfan,how to join jindal,jindal,shortyt,shortviral,path jindal,sajjan jindal,shortviral2022,shortjsw,vairaljsw

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