



<https://jobable.govhelp.in/job/tata-steel-recruitment-2023-24-private-jobs-back-office-staff-post/>

TATA Steel Recruitment 2023-24 – Private Jobs – Back Office Staff Post

Hiring organization
TATA Steel

Job Location

India
Remote work from: IND

Date posted
December 28, 2023

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Valid through
31.08.2024

Base Salary

USD 11,700 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

TATA Steel Recruitment 2023-24

TATA Steel, India's leading steel manufacturer, is searching for organized and detail-oriented individuals like you to join our team as Back Office Staff in 2023-24. This is your chance to be the backbone of our operations, ensuring accuracy, efficiency, and seamless support in a dynamic and impactful environment.

TATA Steel Careers

Responsibilities:

- Process financial transactions (e.g., payments, invoices, expenses) ensuring accuracy and adherence to company policies.
- Maintain accurate and up-to-date records of orders, invoices, inventory, and other relevant data.
- Manage schedules, calendars, and appointments for assigned personnel.
- Handle document preparation, filing, and archiving effectively.
- Provide administrative support to internal teams (e.g., sales, finance, HR) by answering inquiries and fulfilling requests.
- Utilize technology platforms and tools to automate tasks, track progress, and maintain databases.
- Identify and resolve administrative issues efficiently, escalating complex matters to supervisors as needed.
- Communicate clearly and concisely with colleagues and stakeholders both verbally and in writing.
- Adhere to strict company policies and procedures regarding data security

and confidentiality.

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TATA Steel Jobs near me

Skills:

- Excellent attention to detail and a commitment to accuracy in all tasks.
- Strong organizational and time management skills with the ability to handle multiple priorities simultaneously.
- Proficiency in computer skills (e.g., MS Office Suite) and willingness to learn new technologies.
- Excellent communication and interpersonal skills to collaborate effectively with diverse teams.
- Problem-solving skills and the ability to think critically to identify and resolve administrative issues.
- Ability to work independently and as part of a team in a fast-paced environment.

Important Links

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

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