



<https://jobable.govhelp.in/job/tata-steel-recruitment-2024-job-application-file-clerk-post/>

TATA Steel Recruitment 2024 – Job Application – File Clerk Post

Hiring organization
TATA Steel

Job Location

India
Remote work from: IND

Date posted
December 30, 2023

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Valid through
31.08.2024

Base Salary

USD 10,300 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

TATA Steel Recruitment 2024

TATA Steel is more than just a steel company; it's a driving force in India's industrial landscape, shaping the future with sustainable and responsible practices. From building bridges and skyscrapers to creating automobiles and appliances, TATA Steel's products touch every aspect of life. As a File Clerk at TATA Steel, you'll play a vital role in supporting our operations by ensuring the smooth flow of vital information.

TATA Steel Careers

Responsibilities:

- Maintain and organize physical and electronic files according to established systems and procedures.
- Index and categorize documents efficiently for easy retrieval.
- Scan and digitalize paper documents to enhance accessibility and security.
- Process incoming and outgoing correspondence, ensuring timely delivery and tracking.
- Assist with administrative tasks such as photocopying, filing permits, and managing calendars.
- Communicate effectively with colleagues and departments to ensure accurate information flow.
- Maintain a clean and organized workspace that promotes efficiency and productivity.

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TATA Steel Jobs near me

Skills:

- A minimum of 1 year of experience in a clerical or administrative role (preferred).
- Strong organizational and time management skills, with the ability to prioritize effectively.
- Excellent attention to detail and accuracy, ensuring all records are maintained flawlessly.
- Efficient computer skills, including proficiency in basic office software (e.g., Microsoft Office).
- Ability to work independently and as part of a team, collaborating effectively with diverse colleagues.
- Strong communication and interpersonal skills, with the ability to provide clear and concise information.
- A reliable and responsible individual with a positive attitude and willingness

Important Links

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

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