



<https://jobable.govhelp.in/job/tata-steel-recruitment-2024-private-jobs-administrative-manager-post/>

## TATA Steel Recruitment 2024 – Private Jobs – Administrative Manager Post

**Hiring organization**  
TATA Steel

### Job Location

India  
Remote work from: IND

**Date posted**  
January 9, 2024

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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, a global leader in the steel industry, seeks a skilled and motivated Administrative Manager to join our dynamic team. In this crucial role, you will be responsible for overseeing and streamlining administrative processes, ensuring smooth operations across various departments. Your proactive approach and meticulous attention to detail will be instrumental in optimizing efficiency and fostering a productive work environment.

## TATA Steel Careers

### Responsibilities:

- **Managing administrative processes:** This includes travel arrangements, visa applications, office supplies, budget allocation, and maintaining accurate records.
- **Facilitating communication and collaboration:** You will act as a liaison between departments, handling internal and external communication, and organizing meetings and events.
- Ensuring compliance and adherence to company policies and procedures.
- Providing excellent customer service to employees and stakeholders.
- Identifying and implementing opportunities for process improvement and cost reduction.

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## TATA Steel Jobs near me

### Skills:

- Bachelor's degree in Business Administration, Human Resources, or a related field.
- Minimum 3 years of experience in administrative roles, preferably in a manufacturing or corporate environment.
- Excellent communication and interpersonal skills, with the ability to build strong relationships.
- Strong organizational and time management skills.
- Proficiency in MS Office Suite and other relevant software applications.
- Ability to work independently and as part of a team.

**Important Links** Strong analytical and problem-solving skills **Find the Link in [Apply Now](#) Button**

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