JSW Steel

JSW Steel Recruitment 2023 – All India Jobs – Operations Assistant Post

Hiring organization
JSW Steel

Job Location
India
Remote work from: IND

Date posted
August 25, 2023

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Valid through
31.12.2023

Base Salary
USD 22,000 - USD 27,000

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

JSW Steel Recruitment 2023

The Operations Assistant provides administrative support to the Operations team, including managing travel arrangements, scheduling meetings, coordinating events, and preparing reports. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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JSW Steel Jobs Near Me

Responsibilities:

- Manage travel arrangements for the Operations team, including booking flights, hotels, and ground transportation.
- Schedule meetings and events, including sending out invitations, tracking RSVPs, and preparing agendas.
- Coordinate events, such as conferences, trainings, and product launches.
- Prepare reports, such as expense reports, meeting minutes, and status reports.
- Other administrative tasks as assigned.

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JSW Steel Careers

Skills:

- Excellent organizational and time management skills
- Strong attention to detail
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite
- Experience with travel arrangements and event planning

Qualifications:

- Bachelor's degree in business administration or a related field
- 1-2 years of experience in an administrative role
- Experience with travel arrangements and event planning is a plus

Important Links **Find the Link in** Apply Now **Button**

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