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Tata Steel Recruitment 2023 – Jobs Near Me – Front Office Coordinator Post

Hiring organization
Tata Steel

Job Location

India
Remote work from: India

Date posted
August 9, 2023

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Valid through
31.12.2023

Base Salary

USD 28,000 - USD 29,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Tata Steel Recruitment 2023

The Front Office Coordinator is responsible for providing administrative and clerical support to the Corporate Office. This includes answering phones, greeting visitors, managing incoming and outgoing correspondence, and maintaining office files and systems. The ideal candidate will be a highly organized and efficient individual with excellent communication and customer service skills.

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Tata Steel Jobs Near Me

Responsibilities:

- Answer phones and direct calls to the appropriate personnel
- Greet and welcome visitors
- Schedule appointments and meetings
- Prepare and distribute correspondence
- Maintain office files and systems
- Order office supplies
- Other administrative duties as assigned

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Tata Steel Careers

Skills:

- Excellent communication and customer service skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Strong organizational and time management skills

Qualifications:

- Bachelor's degree in business administration or a related field
- 1-2 years of experience in a front office or administrative role

Important Links Proficiency in Hindi and English

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

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