



<https://jobroll.govhelp.in/job/tata-steel-recruitment-2023-jobs-near-me-human-resources-post/>

## Tata Steel Recruitment 2023 – Jobs Near Me – Human Resources Post

**Hiring organization**  
Tata Steel

### Job Location

India  
Remote work from: India

**Date posted**  
August 21, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 20,000 - USD 25,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Tata Steel Recruitment 2023

The Human Resources Associate is responsible for providing administrative support to the Human Resources department. This includes tasks such as:

- Processing employee paperwork, such as new hire paperwork, performance reviews, and leave requests
- Maintaining employee records
- Answering employee questions about benefits and policies
- Assisting with recruitment and hiring activities

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### Tata Steel Jobs Near Me

#### Responsibilities:

- Provide administrative support to the Human Resources department
- Process employee paperwork
- Maintain employee records
- Answer employee questions about benefits and policies
- Assist with recruitment and hiring activities
- Arrange training and development programs
- Other duties as assigned

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## Tata Steel Careers

### Skills:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite
- Experience with HR software is a plus

### Qualifications:

- Bachelor's degree in Human Resources or a related field
- 1-2 years of experience in a Human Resources role
- Strong attention to detail
- Ability to work under pressure

**Important Links** Direct and confidential **Find the Link in [Apply Now](#) Button**

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