



<https://jobsareahub.com/jobs/jsw-steel-careers-vacancy-near-me-job-application-back-office-assistant/>

JSW Steel Careers/Vacancy Near Me – Job Application – Back Office Assistant

Hiring organization
JSW Steel

Job Location

India
Remote work from: IND

Date posted
January 17, 2024

Valid through
31.08.2024

Base Salary
USD 12 - USD 20

APPLY NOW

Qualifications
Graduate, 12th

Employment Type
Full-time

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Description

JSW Steel Careers/Vacancy Near Me

JSW Steel, a leading Indian multinational steel manufacturing company, is offering a promising career opportunity for Back Office Assistants at its various locations across India. If you're a detail-oriented individual with excellent organizational skills and a passion for accuracy, this could be the perfect job for you!

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JWS Steel Jobs For Freshers

Responsibilities:

- Provide administrative support to assigned departments or teams.
- Manage data entry and document filing tasks efficiently.
- Schedule meetings and appointments, handle travel arrangements, and maintain calendars.
- Process invoices and other financial documents accurately.
- Communicate effectively with colleagues and stakeholders, both verbally and in writing.
- Assist with various other back-office tasks as assigned.

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JWS Steel Jobs Near Me

Skills:

- Bachelor's degree in any relevant discipline (Business Administration, Commerce, Finance, etc.) or equivalent experience.
- Excellent proficiency in computer skills, including MS Office Suite (Word, Excel, PowerPoint).
- Strong written and verbal communication skills with the ability to convey information clearly and concisely.
- Exceptional attention to detail and accuracy in performing tasks.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proactive and adaptable with a willingness to learn new things.

Tags:

jsw steel,jsw steel share,jsw steel share news,jsw steel share latest news,jsw steel share news today,jsw steel share price,jsw steel share analysis,jsw steel bonus shares,jsw steel stock analysis,jsw steel stock analysis today,steel,jsw steel stock technical analysis,steel chair,steel gauge,jsw neo steel,steel & power,steel weight,jsw steel owner,sabse acha steel,jsw steel mumbai,jsw steel results,steel stocks,steel sector king

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

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