

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/assistant-vc-construction-jamshedpur-jharkhand/>

## ASSISTANT VC CONSTRUCTION • JAMSHEDPUR, JHARKHAND

### JOB LOCATION

Jamshedpur, Jharkhand, India

### DESCRIPTION

#### Company Description

Tata Steel Vendor – Transport and Plant Operation BOB Model

#### Role Description

This is a full-time office Assistant at VC Construction located in Jamshedpur.

#### Duties & Responsibilities :-

- Manage Khata Day to day
- Make Ledgers of Creditors and Debtors
- Manage Books of Accounts
- Know how to operate Tata Steel EPROC Portal
- Apply gatepass in EPROC Portal
- Upload Tata Steel bills in EPROC Portal
- Make Salary sheet as per Tata Steel Form 17
- Make Salary sheet for Employees
- Make PF /ESI payments
- Keep all Tata Steel Compliance up to date

#### Required Qualifications :-

- Graduate

#### Work Experience :-

Minimum three Years

### HIRING ORGANIZATION

Confidential

### EMPLOYMENT TYPE

Full-time, Part-time

### BASE SALARY

INR 17,000 - INR 26,000

### DATE POSTED

? March 21, 2025

### VALID THROUGH

2026-07-15

### APPLY NOW

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