

Jio Recruitment 2023 – 2+ Years Exp – All India Jobs – Office Staff Post

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
May 11, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

As an Office Staff at Jio, you will be responsible for performing various administrative tasks and providing support to the team. You will be the first point of contact for visitors and clients, and your ability to multi-task, prioritize and manage your time effectively will be crucial to your success in this role.

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Jio Jobs Near Me

Responsibilities:

- Greet and welcome visitors and clients in a professional manner
- Answer and direct phone calls, emails, and other forms of communication
- Assist with administrative tasks such as data entry, filing, and managing office supplies

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Jio Careers

Requirements:

- Excellent communication and interpersonal skills
- Ability to multitask, prioritize and manage time effectively
- Strong attention to detail and accuracy

Important Links

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

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