

Jio Recruitment 2023 – 2+ Years Exp – Jobs Alerts – Free Job Alert – Back Office Executive Jobs

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
May 17, 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

The back office executive will be responsible for the day-to-day operations of the back office.

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Jio Jobs Near Me

Responsibilities:

- Coordinate and manage all back-office activities
- Supervise and monitor the work of the back office staff
- Manage inventory and maintain records of stock
- Assist in preparing reports and other documents

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Jio Careers

Requirements:

- Proven experience as a back office executive or in a similar role
- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills

- Able to work independently and take initiative

Proficient in MS Office

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

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