

## Jio Careers 2023 – 2+ Years Exp – Jobs Alerts – Office Executive Jobs

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: Brazil

**Date posted**  
May 25, 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

#### Pidilite Recruitment 2023

Jio is seeking a proactive and organized individual to join our team as an Office Executive. As an Office Executive, you will play a key role in ensuring the smooth functioning of our office operations. You will be responsible for providing administrative support, coordinating office activities, and facilitating effective communication within the organization.

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#### Pidilite Jobs Near Me

#### Responsibilities:

- Perform general administrative tasks such as managing phone calls, emails, and correspondence, and maintaining office supplies and equipment.
- Schedule and coordinate meetings, appointments, and travel arrangements for team members.
- Assist in preparing reports, presentations, and other documentation as required.
- Ensure the office environment is clean, organized, and well-maintained, including monitoring and restocking of pantry supplies.
- Coordinate with vendors and service providers for office maintenance, repairs, and facility management.
- Assist in onboarding new employees by providing them with necessary resources and ensuring a smooth integration into the office environment.
- Collaborate with cross-functional teams to support various projects and initiatives, ensuring timely completion and adherence to deadlines.
- Assist in coordinating inter-departmental activities to promote collaboration and efficiency.

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**Pidilite Careers**

**Requirements:**

- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy in completing administrative tasks.
- Proficient in using computer applications, including MS Office suite (Word, Excel, PowerPoint), email clients, and other office software.

**Important Links**

Effective verbal and written communication skills.

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

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