

## Jio Careers 2023 – All India Job – Back Office Executive Jobs

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
September 29, 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

Jio is looking for a talented and motivated Back Office Executive to join our team. As a Back Office Executive, you will be responsible for providing administrative and support services to the operations department. This includes tasks such as order processing, customer service, and data entry.

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#### Jio Jobs Near Me

#### Responsibilities:

- Process orders and ensure timely delivery of products and services.
- Provide customer service support and resolve customer inquiries.
- Enter and update data in the company's database.
- Maintain and organize files and records.
- Provide administrative and support services to other team members as needed.

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#### Jio Careers

#### Requirements:

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to meet deadlines and work under pressure.
- Proficient in using computer software, such as Microsoft Office Suite.

## Important Links

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

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