

## Jio Careers 2023 – All India Job – Office Staff Post

### Job Location

India

Remote work from: IND

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### Base Salary

USD 13,000 - USD 18,000

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Jio Recruitment 2023

The Office Staff is responsible for providing administrative and operational support to the Jio office. This includes tasks such as data entry, filing, and answering phones. The ideal candidate will be organized, detail-oriented, and have strong communication skills.

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#### Jio Jobs Near Me

#### Responsibilities:

- Enter data into the computer system
- File documents
- Answer phones
- Greet visitors
- Order office supplies
- Other administrative tasks as assigned

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#### Jio Careers

#### Requirements:

- Strong organizational skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Experience with filing systems is a plus

#### Important Links

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

### Hiring organization

Jio

### Date posted

September 5, 2023

### Valid through

31.12.2023

APPLY NOW

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