

Jio Careers 2023 – All India Jobs – Back Office Assistant Post

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
July 31, 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 Assistant is responsible for providing administrative support to the Jio back office team. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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Jio Jobs Near Me

Responsibilities:

- Handle administrative tasks, such as filing, data entry, and scheduling appointments.
- Provide customer service to back office team members and external stakeholders.
- Order office supplies and maintain inventory.
- Manage the back office budget.
- Other duties as assigned.

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Jio Careers

Requirements:

- Excellent organizational and time management skills.
- Strong communication and customer service skills.
- Proficient in Microsoft Office Suite.

Ability to work independently and as part of a team.

Important Links

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

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