

Jio Careers 2023 – Free Job Alert – Office Staff Job

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

Jio is India's leading telecommunications company, and we are looking for talented and motivated Office Staff to join our team. As an Office Staff member, you will be responsible for a variety of administrative tasks, such as providing clerical support, managing records, and scheduling appointments. You will also be responsible for answering phones, greeting visitors, and providing general office assistance.

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Responsibilities:

- Provide clerical support to staff members, such as typing, filing, and answering phones
- Manage records and documents
- Schedule appointments and meetings
- Greet visitors and provide general office assistance
- Perform other administrative tasks as assigned

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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
- Proficiency in computer skills, such as Microsoft Office Suite
- Ability to multitask and handle pressure well

Hiring organization

Jio

Date posted

October 7, 2023

Valid through

31.12.2023

APPLY NOW

Important Links

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

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