

Jio Careers 2023 – Freshers Job – Office Staff Jobs

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

August 26, 2023

Valid through

31.12.2023

APPLY NOW

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