

Jio Careers 2023 – Freshers 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 support to the Jio office. This includes a variety of tasks, such as filing, data entry, and customer service. The ideal candidate will be a highly organized and efficient individual with excellent communication and customer service skills.

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Jio Jobs Near Me

Responsibilities:

- File and organize documents and records.
- Enter data into Jio's systems accurately and efficiently.
- Answer customer inquiries and provide support.
- Greet and welcome visitors to the office.
- Other administrative tasks as assigned.

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Jio Careers

Requirements:

- Excellent communication and customer service skills.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.

Ability to meet deadlines. **Find the Link in [Apply Now](#) Button**

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Hiring organization

Jio

Date posted

August 16, 2023

Valid through

31.12.2023

APPLY NOW

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