

## Jio Careers 2023 – Freshers Jobs – Back Office Assistant Jobs

### Hiring organization

Jio

### Job Location

India

Remote work from: IND

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### Base Salary

USD 15,000 - USD 18,000

### Date posted

October 6, 2023

### Valid through

31.12.2023

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Jio Recruitment 2023

Jio is looking for a Back Office Assistant to join our team. The Back Office Assistant will be responsible for providing administrative support to our various departments. This may include tasks such as data entry, scheduling appointments, managing files, and preparing presentations. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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#### Jio Jobs Near Me

#### Responsibilities

- Provide administrative support to various departments
- Perform data entry tasks
- Schedule appointments and meetings
- Manage files and records
- Prepare presentations and reports
- Assist with other administrative tasks as needed

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#### Jio Careers

#### Skills

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong attention to detail
- Proficiency in using computers and office software

Ability to multitask and manage time effectively :  
**Important Links** Find the Link in [Apply Now](#) Button

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