

Jio Careers 2023 – Freshers Jobs – Front Office Coordinator Jobs

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
September 18, 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

If you are a fresher with no experience in the front office or customer service industry, you can still apply for this role. However, you should highlight your transferable skills, such as communication, interpersonal, and organizational skills. You can also volunteer or gain relevant experience through internships.

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Jio Jobs Near Me

Responsibilities

- Manage the front office of the Jio office and ensure a smooth and efficient operation.
- Greet and welcome visitors, customers, and employees.
- Direct visitors and customers to the appropriate departments or personnel.
- Respond to phone calls and inquiries in a professional and courteous manner.
- Schedule appointments and meetings.
- Maintain a clean and organized front office area.
- Process and manage customer payments and receipts.
- Provide administrative support to the front office team.

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Jio Careers

Skills

- Excellent communication and interpersonal skills.

- Ability to multitask and work under pressure.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office Suite.

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

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