

## Jio Careers 2023 - Jio Jobs - Back Office Coordinator Post

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
August 29, 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

The Back Office Coordinator is responsible for providing administrative support to the Jio back office team. This includes tasks such as processing paperwork, maintaining records, and managing schedules. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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#### Jio Jobs Near Me

#### Responsibilities:

- Process paperwork and documentation
- Maintain accurate records
- Manage schedules and appointments
- Coordinate with other team members
- Provide customer service
- Other administrative tasks as needed

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#### Jio Careers

#### Requirements:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Excel, Word, Outlook)

Ability to work independently and as part of a team

#### Important Links

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

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