

Jio Careers 2023 - Jio Jobs - Back Office Coordinator Posts

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
August 2, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

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Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Back Office Coordinator is responsible for providing administrative and operational support to Jio's back office team. This includes tasks such as processing orders, managing customer accounts, and resolving customer inquiries. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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Jio Jobs Near Me

Responsibilities:

- Process orders and payments.
- Manage customer accounts.
- Resolve customer inquiries.
- Other back office tasks as assigned.

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Jio Careers

Requirements:

- Excellent organizational and time management skills.
- Strong attention to detail.
- Ability to work independently and as part of a team.

Proficient in Microsoft Office Suite

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