

## Jio Careers 2023 – Jio Jobs – Back Office Staff Post

### Hiring organization

Jio

### Job Location

India

Remote work from: IND

### Date posted

July 22, 2023

### 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 Staff is responsible for providing administrative and clerical support to the Operations team. This includes tasks such as data entry, customer service, and document processing. 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:

- Enter data into databases accurately and efficiently
- Resolve any data entry errors that are identified
- Maintain accurate records of all data entry transactions
- Provide customer service to Jio customers via phone, chat, and email
- Process customer orders and inquiries
- Prepare and process documentation
- Other duties as assigned

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#### Jio Careers

#### Requirements:

- Excellent typing skills (at least 60 wpm)
- Strong attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Experience with customer service software is a plus  
**Important Links** **Find the Link in [Apply Now](#) Button**

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