

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

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
July 26, 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

Jio is looking for a highly organized and efficient Back Office Staff to join our team. The ideal candidate will have experience in administrative work, as well as strong customer service skills. The Back Office Staff will be responsible for a variety of tasks, including data entry, filing, and customer support.

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#### Jio Jobs Near Me

#### Responsibilities:

- Enter and maintain customer data in Jio's database
- Process paperwork and invoices
- Answer customer inquiries and resolve issues
- File and organize documents
- Assist with other administrative tasks as needed

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#### Jio Careers

#### Requirements:

- Excellent organizational skills
- Strong attention to detail
- Proficient in Microsoft Office Suite
- Excellent customer service skills

Ability to work independently and as part of a team

#### Important Links

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

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