

Jio Careers 2023 – Jobs Alert – Back Office Staff Job

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
August 30, 2023

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Valid through
31.12.2023

Base Salary

USD 11,500 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

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The Back Office Staff is responsible for providing administrative support to the Back Office team. This includes tasks such as processing orders, managing inventory, and resolving customer queries. The ideal candidate will be a detail-oriented and organized individual with strong communication and organizational skills.

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Responsibilities:

- Process orders and deliveries
- Manage inventory and track stock levels
- Resolve customer queries and complaints
- Prepare reports and documentation
- Other administrative tasks as assigned

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Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Attention to detail

Important Links

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

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