

Jio Careers 2023 – Jobs Alert – Data Entry Cum Back Office Job

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
August 14, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

USD 11,500 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Jio Recruitment 2023

We are looking for a Data Entry Cum Back Office Executive to join our team and provide support to our back office operations. The ideal candidate will be a highly motivated and organized individual with excellent data entry and customer service skills.

(adsbygoogle = window.adsbygoogle || []).push({});

Jio Jobs Near Me

Responsibilities:

- Enter customer data into our systems accurately and efficiently
- Respond to customer inquiries via phone, email, and chat
- Compile and process customer orders
- Maintain customer records and files
- Other ad hoc back office tasks as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

Jio Careers

Requirements:

- Excellent data entry skills
- Strong customer service skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Ability to work under pressure and meet deadlines

Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```