Jio Careers 2023 – Jobs Alerts – Office Staff Jobs

Hiring organization
Jio

Job Location
India
Remote work from: Brazil

Date posted
June 1, 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

We are looking for dedicated and enthusiastic individuals to join our team at Jio as Office Staff. As an Office Staff member, you will play a crucial role in supporting the smooth operation of our office and ensuring efficient administrative processes. This position requires strong organizational skills, effective communication abilities, and the ability to multitask.

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Jio Jobs Near Me

Responsibilities:

- Provide general administrative support, including handling phone calls, responding to emails, and managing office correspondence.
- Assist in scheduling appointments, meetings, and conferences, ensuring proper coordination and timely reminders.
- Manage office supplies, including inventory tracking, ordering, and restocking.
- Coordinate with external vendors for maintenance, repairs, and other services required for the office.
- Serve as a point of contact for internal and external stakeholders, ensuring effective communication and timely resolution of queries.
- Collaborate with team members and departments to facilitate smooth workflow and cross-functional cooperation.

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Jio Careers

Requirements:

- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent verbal and written communication skills.
- Proficient in using computer applications such as MS Office (Word, Excel, and Outlook).
- Attention to detail and accuracy in completing administrative tasks.
- Ability to work independently and collaboratively in a team environment.
- Strong problem-solving skills and ability to adapt to changing situations.

Important Links

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

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