

Jio Careers 2023 – Jobs In Mumbai – Back Office Executive Post

Hiring organization

Jio

Job Location

Shop No A 5, Sukh Niwas, 3rd Pasta Ln, Colaba, 400005, Mumbai, Maharashtra, India

Date posted

May 27, 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, a leading telecommunications company, is seeking dedicated individuals to join our team as Back Office Executives. As a Back Office Executive, you will play a crucial role in ensuring the smooth operations of our administrative tasks. This position requires attention to detail, strong organizational skills, and the ability to manage data and documentation efficiently.

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Responsibilities:

1. **Data Management:** Handle data entry, verification, and maintenance tasks accurately and efficiently. Update and maintain databases, spreadsheets, and other records. Ensure data integrity and confidentiality. Generate reports and assist in data analysis as required.
2. **Documentation and Correspondence:** Prepare and maintain various documents, including invoices, reports, memos, and correspondence. Organize and file physical and electronic documents in a systematic manner. Retrieve and provide necessary information upon request.
3. **Coordination and Support:** Assist in coordinating and scheduling meetings, appointments, and travel arrangements. Provide administrative support to teams as needed, including managing calendars, arranging logistics, and preparing meeting materials. Liaise with internal and external stakeholders professionally and promptly.

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Jio Careers

Requirements:

1. Attention to Detail: Strong attention to detail and accuracy in handling data entry and documentation tasks. Ability to spot errors, inconsistencies, and anomalies and take corrective actions.
2. Organizational Skills: Excellent organizational and time management skills to prioritize tasks, manage multiple assignments simultaneously, and meet deadlines. Ability to maintain confidentiality and handle sensitive information appropriately.
3. Computer Proficiency: Proficiency in using MS Office applications, including Word, Excel, and Outlook. Familiarity with data management tools and software is advantageous. Typing speed and accuracy are desirable.

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

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