

## Jio Careers 2023 – Jobs In Mumbai – Free Job Alert – Office Staff Post

**Hiring organization**  
Jio

### Job Location

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

**Date posted**  
May 18, 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 in India, is seeking dedicated and organized individuals to join our team as Office Staff. As an Office Staff member at Jio, you will play a crucial role in ensuring the smooth functioning of our office operations and providing administrative support to various departments.

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#### Jio Jobs Near Me

#### Responsibilities:

1. Administrative Support: Provide comprehensive administrative support to the office by managing calendars, scheduling appointments, and coordinating meetings. Assist in preparing and maintaining documents, reports, and presentations. Handle incoming and outgoing correspondence, including emails, phone calls, and mail.
2. Office Operations: Oversee day-to-day office operations and ensure a clean, organized, and welcoming office environment. Manage office supplies, equipment, and inventory. Liaise with vendors and service providers for maintenance, repairs, and other office-related services. Coordinate travel arrangements and accommodation for staff, if required.
3. Record Keeping and Documentation: Maintain accurate records of office activities, including attendance, leave, and expenses. Assist in maintaining employee records, such as timesheets and performance evaluations. Ensure proper filing and documentation of important documents, contracts, and agreements.

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**Requirements:**

1. **Strong Organizational Skills:** Possess excellent organizational skills to prioritize tasks, manage time effectively, and meet deadlines. Attention to detail is crucial in maintaining accurate records, managing schedules, and coordinating office activities.
2. **Communication and Interpersonal Skills:** Exhibit strong verbal and written communication skills to interact with colleagues, clients, and vendors in a professional manner. Demonstrate good interpersonal skills and the ability to work well as part of a team.
3. **Proficiency in Office Tools:** Be proficient in using office tools such as MS Office (Word, Excel, PowerPoint) and other relevant software or tools. Familiarity with basic office equipment and ability to troubleshoot minor technical issues.

**Important Links**

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

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