

Jio Careers 2023 – Jobs In Mumbai – Office Staff Post

Job Location

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

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

Base Salary

USD 13,000 - USD 18,000

Qualifications

12th / Graduate

Employment Type

Full-time

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

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

Description

Jio Recruitment 2023

We are seeking dedicated and organized individuals to join our team as Office Staff at Jio. As an Office Staff member, you will play a crucial role in ensuring the smooth and efficient operation of our office environment. This position offers an exciting opportunity to contribute to the success of our organization and work in a collaborative and fast-paced environment.

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

Jio Jobs Near Me

Responsibilities:

- 1. Administrative Support:** Provide general administrative support, including answering phone calls, responding to emails, and managing correspondence. Schedule and coordinate meetings, appointments, and travel arrangements for executives and team members. Maintain office supplies, equipment, and inventory, ensuring they are well-stocked and in working order.
- 2. Document Management:** Assist in the creation, organization, and maintenance of various office documents, files, and records. Ensure accurate and up-to-date documentation, including contracts, reports, presentations, and other relevant materials. Coordinate with team members to gather and compile necessary information for document preparation.
- 3. Office Operations:** Support day-to-day office operations by managing incoming and outgoing mail, handling inquiries and requests, and greeting visitors. Coordinate with various departments and stakeholders to facilitate smooth communication and collaboration. Contribute to maintaining a clean, organized, and professional office environment.

Hiring organization

Jio

Date posted

June 1, 2023

Valid through

31.12.2023

APPLY NOW

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

Jio Careers

Requirements:

- Strong organizational and time management skills to handle multiple tasks and prioritize effectively.
- Excellent communication skills, both written and verbal, to interact with colleagues, clients, and visitors in a professional manner.
- Proficiency in using office software, including Microsoft Office Suite (Word, Excel, PowerPoint) and email applications.
- Attention to detail and accuracy in completing administrative tasks and maintaining records.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving skills and the ability to handle unexpected situations or challenges.
- Excellent teamwork and collaboration skills to work effectively with colleagues and stakeholders.

Important Tasks

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

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

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