

Jio Careers 2023 - Private Job - Back Office Executive Post

Hiring organization
Jio

Job Location

India
Remote work from: Brazil

Date posted
June 2, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 20,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

We are seeking a dedicated and detail-oriented Back Office Executive to join our team at Jio. As a Back Office Executive, you will be responsible for ensuring the smooth functioning of our administrative operations. Your strong organizational skills, attention to detail, and ability to handle multiple tasks will contribute to the overall efficiency and effectiveness of our back-office functions.

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Responsibilities:

1. **Data Management:** Maintain accurate and up-to-date records in relevant systems or databases. Enter and validate data, ensuring data integrity and accuracy. Generate reports and perform data analysis as required.
2. **Documentation and Record Keeping:** Assist in maintaining organized and well-documented records and files. Ensure compliance with company policies and procedures in document management. Support in preparing and maintaining reports, presentations, and other relevant documents.
3. **Administrative Support:** Provide general administrative support to the team and assist in day-to-day operations. Coordinate and schedule meetings, manage calendars, and handle correspondence. Assist in making travel arrangements and managing office supplies.

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Jio Careers

Requirements:

1. Strong organizational skills: The ability to manage and prioritize tasks, maintain attention to detail, and meet deadlines is essential. Proficiency in handling administrative tasks and maintaining accurate records.
2. Attention to detail: The ability to work with precision and accuracy in data entry, documentation, and record keeping. Strong attention to detail to identify errors and inconsistencies.
3. Proficient computer skills: Familiarity with MS Office Suite (Word, Excel, PowerPoint) and other relevant software or tools. Experience in data entry and analysis is advantageous.

Important Links

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

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