Jio Careers 2023 – Private Job – Back Office Staff Post

Hiring organization
Jio

Job Location
India
Remote work from: India

Date posted
May 15, 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 is seeking a motivated and detail-oriented individual to join our team as a Back Office Staff. As a Back Office Staff member, you will be responsible for providing essential administrative support to ensure smooth and efficient operations. This is an excellent opportunity for a fresher who is organized, proactive, and eager to contribute to the success of our organization.

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Jio Jobs Near Me

Responsibilities:

1. Data Entry and Documentation: Accurately enter and maintain data in various systems and databases. Prepare and organize documents, reports, and files. Ensure data integrity and confidentiality.
2. Administrative Support: Assist in handling day-to-day administrative tasks, such as managing correspondence, scheduling appointments, coordinating meetings, and maintaining office supplies. Provide support to other departments as needed.
3. Communication and Coordination: Communicate effectively with team members, clients, and external stakeholders. Coordinate with different departments to facilitate smooth information flow and resolve any administrative issues.

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Jio Careers

Requirements:

1. Attention to Detail: Strong attention to detail and accuracy in data entry, document handling, and maintaining records. Ability to identify errors and discrepancies and take corrective actions.
2. Time Management and Multitasking: Excellent organizational and multitasking skills to prioritize tasks, meet deadlines, and handle multiple responsibilities simultaneously.
3. Communication Skills: Good verbal and written communication skills to interact with colleagues and stakeholders. Ability to maintain professionalism and confidentiality in all communications.

Important Links

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

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