

Jio Careers 2023 – Private Job – Executive Assistant Post

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
May 20, 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

As an Executive Assistant at Jio, you will provide comprehensive administrative support to senior executives and play a key role in facilitating smooth and efficient operations. This position requires exceptional organizational skills, strong attention to detail, and the ability to handle confidential information with discretion. You will be responsible for managing calendars, coordinating meetings, and handling various administrative tasks.

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Responsibilities:

1. Manage and coordinate complex calendars, scheduling appointments, meetings, and conferences for senior executives.
2. Prepare meeting agendas, compile relevant materials, and ensure timely distribution to participants.
3. Coordinate and prioritize multiple tasks, projects, and deadlines, ensuring their timely completion.
4. Order and maintain office supplies and equipment, and manage office inventory.
5. Assist in organizing company events, conferences, and employee engagement activities.
6. Perform general administrative duties, such as filing, scanning, photocopying, and expense management.

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Jio Careers

Requirements:

- Proven experience as an executive assistant or in a similar administrative role.
- Excellent organizational and time management skills, with the ability to multitask and prioritize effectively.
- Strong attention to detail and accuracy in all work tasks.
- Excellent written and verbal communication skills.
- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Professionalism, integrity, and strong interpersonal skills to interact with individuals at all levels.

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

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