

Jio Careers 2023 – Private Job – Free Job Alert – Office Executive Post

Hiring organization
Jio

Job Location

India
Remote work possible

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, is seeking dedicated and organized individuals to join our team as Office Executives. As an Office Executive, you will be responsible for providing administrative support and ensuring the smooth functioning of our office operations. Your strong organizational skills, attention to detail, and ability to handle multiple tasks will contribute to maintaining an efficient and productive office environment.

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Responsibilities:

- 1. Administrative Support:** Provide general administrative support to the office, including managing incoming and outgoing correspondence, maintaining records, and handling office supplies inventory. Assist in scheduling appointments, coordinating meetings, and making travel arrangements. Handle telephone calls and redirect them to the appropriate personnel.
- 2. Documentation and Filing:** Assist in creating and maintaining documents, reports, and presentations. Ensure proper filing and organization of documents for easy retrieval. Maintain confidentiality and handle sensitive information with discretion. Assist in data entry tasks and perform basic data analysis as required.
- 3. Office Coordination:** Collaborate with different teams and departments to facilitate smooth communication and workflow within the office. Assist in coordinating office logistics, such as visitor management, office maintenance, and facility management. Support in organizing events and meetings, including preparing agendas and taking meeting minutes.

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Jio Careers

Requirements:

1. Organization and Time Management: Strong organizational skills to manage multiple tasks, prioritize workload, and meet deadlines. Attention to detail to ensure accuracy in documentation and record keeping. Ability to maintain confidentiality and handle sensitive information with integrity.
2. Communication and Interpersonal Skills: Excellent written and verbal communication skills to interact with colleagues, clients, and visitors in a professional and courteous manner. Strong interpersonal skills to build effective relationships and work collaboratively as part of a team. Customer service mindset with a proactive and friendly attitude.
3. Computer Proficiency: Proficient in using MS Office applications (Word, Excel, PowerPoint, Outlook). Familiarity with office equipment and basic troubleshooting skills. Quick learner and adaptability to new software and tools. Basic knowledge of data entry and analysis.

Important Links

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

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