

Jio Careers 2023 – Private Job – Free Job Alert – Office Staff Posts

Hiring organization

Jio

Job Location

India

Remote work from: India

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Base Salary

USD 13,000 - USD 18,000

Date posted

May 20, 2023

Valid through

31.12.2023

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

We are seeking an organized and detail-oriented individual to join our team as an Office Staff in Jio. As an Office Staff, you will be responsible for providing administrative support to the team, handling inquiries from customers, and performing general office duties.

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Jio Jobs Near Me

Responsibilities:

1. Provide administrative support: You will be responsible for providing administrative support to the team, including managing calendars, scheduling appointments, and preparing reports.
2. Handle inquiries: You will be responsible for handling inquiries from customers and providing prompt and accurate information related to our products and services.
3. Perform general office duties: You will be responsible for performing general office duties, such as filing, scanning, and copying documents, and maintaining office supplies and equipment.

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Jio Careers

Requirements:

1. Strong communication skills: You must have excellent communication skills, both written and verbal, with the ability to interact with customers and team

members in a professional and courteous manner.

2. Organizational skills: You must have strong organizational skills and the ability to manage multiple tasks and priorities in a fast-paced environment.
3. Attention to detail: You must have a strong attention to detail and the ability to maintain accurate records and documentation.

Important Links

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

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