

## Jio Careers 2023 – Private Job – Office Assistant Post

### Hiring organization

Jio

### Job Location

India

Remote work from: Brazil

### Date posted

May 31, 2023

### 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

Jio, a leading telecommunications company, is committed to providing cutting-edge digital services to empower individuals and businesses. We are currently seeking a dedicated and proactive Office Assistant to join our team. As an Office Assistant, you will play a crucial role in providing administrative support and ensuring the smooth operation of our office.

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#### Jio Jobs Near Me

#### Responsibilities:

1. **Administrative Support:** Assist with day-to-day administrative tasks, including managing incoming and outgoing correspondence, scheduling appointments, maintaining calendars, and organizing files and documents. Provide general support to visitors, answer phone calls, and redirect inquiries to the appropriate department.
2. **Office Coordination:** Coordinate and maintain office supplies, equipment, and facilities. Collaborate with internal teams to ensure smooth communication and workflow. Assist in organizing meetings, conferences, and other company events.
3. **Data Management:** Assist with data entry, recordkeeping, and database maintenance. Update and maintain employee records, attendance records, and other relevant documentation. Generate reports and assist with data analysis as required.

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#### Jio Careers

**Requirements:**

1. Organizational Skills: Strong organizational and multitasking abilities to handle multiple tasks and prioritize effectively. Attention to detail and the ability to maintain accurate records and files are essential.
2. Communication Skills: Excellent written and verbal communication skills to interact with team members, visitors, and external stakeholders. Proficiency in English language skills is required.
3. Computer Literacy: Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint) and other office software applications. Familiarity with office equipment, such as printers, scanners, and photocopier machines.

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

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