

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

### Job Location

India  
Remote work from: Brazil

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### Base Salary

USD 13,000 - USD 18,000

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Jio Recruitment 2023

As an Office Executive at Jio, you will be responsible for providing administrative support and ensuring the smooth functioning of our office operations. You will play a crucial role in maintaining office efficiency, coordinating with various teams, and assisting in administrative tasks.

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#### Jio Jobs Near Me

#### Responsibilities:

- Manage day-to-day office operations, including maintaining office supplies, equipment, and facilities.
- Coordinate and schedule meetings, appointments, and travel arrangements for team members.
- Handle incoming calls, emails, and other forms of communication, redirecting them as necessary.
- Support in data entry tasks, ensuring accuracy and timely completion.
- Maintain organized and up-to-date records, files, and documents.
- Assist in preparing and updating reports, spreadsheets, and presentations.
- Maintain effective communication with team members, departments, and external contacts.
- Collaborate with different teams to facilitate coordination and smooth workflow.
- Assist in organizing company events, meetings, and conferences.

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#### Jio Careers

### Hiring organization

Jio

### Date posted

May 26, 2023

### Valid through

31.12.2023

APPLY NOW

**Requirements:**

- Excellent verbal and written communication skills in English. Proficiency in additional regional languages would be an advantage.
- Strong organizational and time management abilities, with the ability to prioritize tasks and meet deadlines.
- Proficiency in using office software, including MS Office (Word, Excel, PowerPoint, Outlook) and other relevant tools.
- Attention to detail and accuracy in performing administrative tasks.
- Ability to handle confidential information with discretion and maintain data privacy.
- Strong interpersonal skills and the ability to work collaboratively with

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

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