

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

### Job Location

India  
Remote work from: India

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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

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.

### Hiring organization

Jio

### Date posted

May 13, 2023

### Valid through

31.12.2023

APPLY NOW

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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