

## Jio Careers 2023 – Private Jobs – Back Office Executive Post

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 22, 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

We are looking for a talented and organized back office executive to join our team. The ideal candidate will have a strong attention to detail and be able to manage multiple tasks simultaneously. They will also be able to work independently and as part of a team, and be able to meet deadlines.

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#### Jio Jobs Near Me

#### Responsibilities:

- Perform administrative tasks such as filing, data entry, and correspondence
- Handle customer inquiries and complaints
- Process orders and payments
- Manage inventory
- Coordinate with other departments to ensure smooth operations

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#### Jio Careers

#### Requirements:

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to work independently and as part of a team

#### Important Links

Excellent customer service skills

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

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