

Jio Careers 2023 – Private Jobs – Back Office Staff Post

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
July 19, 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

Jio is looking for a highly organized and efficient Back Office Staff to join our team. The ideal candidate will have experience in administrative work, as well as strong customer service skills. The Back Office Staff will be responsible for a variety of tasks, including data entry, filing, and customer support.

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Jio Jobs Near Me

Responsibilities:

- Enter and maintain customer data in Jio's database
- Process paperwork and invoices
- Answer customer inquiries and resolve issues
- File and organize documents
- Assist with other administrative tasks as needed

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Jio Careers

Requirements:

- Excellent organizational skills
- Strong attention to detail
- Proficient in Microsoft Office Suite
- Excellent customer service skills

Ability to work independently and as part of a team

Important Links

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

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