

## Jio Careers 2023 – Private Jobs – Office Clerk Posts

### Hiring organization

Jio

### Job Location

India

Remote work from: IND

### Date posted

August 31, 2023

### 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

The Office Clerk is responsible for providing administrative support to the Jio office. This includes tasks such as managing office supplies, filing paperwork, answering phone calls, and scheduling appointments.

### Responsibilities:

- Manage office supplies and inventory.
- File paperwork and keep records organized.
- Answer phone calls and respond to emails.
- Schedule appointments and meetings.
- Other duties as assigned.

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### Skills:

- Excellent organizational and time management skills.
- Strong attention to detail.
- Proficient in Microsoft Office Suite.
- Good communication and interpersonal skills.

### Important Links

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

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