

## Jio Careers 2023 – Vacancy Job Alert – Supervisors Job

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
October 21, 2023

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**Valid through**  
31.03.2024

### Base Salary

USD 15,000 - USD 21,000

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

## Jio Recruitment 2023

Jio is looking for a passionate and customer-oriented Front Office Coordinator to join our growing team. The ideal candidate will be a highly motivated and results-oriented individual with excellent customer service and communication skills. You will be responsible for coordinating the front office operations, including greeting and assisting customers, answering their questions and concerns, and providing general administrative support.

### Responsibilities:

- Coordinate the front office operations, including greeting and assisting customers, answering their questions and concerns, and scheduling appointments
- Provide general administrative support to the front office team, such as managing files, preparing reports, and arranging travel
- Maintain a clean and organized front office environment
- Perform other duties as assigned

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### Skills

- Excellent customer service and communication skills
- Ability to work independently and as part of a team
- Strong problem-solving and organizational skills
- Proficiency in using computers and office software
- Knowledge of Jio products and services (a plus)

### Qualifications

- High school diploma or equivalent
- Fresher

### Important Links

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

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