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Jio Careers – All India Jobs – Front Office Assistant Post In Jio

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
February 28, 2024

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Valid through
31.08.2024

Base Salary

USD 14 - USD 21

APPLY NOW

Qualifications

12th pass/ Graduate

Employment Type

Full-time

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Description

Jio Careers

In this role, you will be the first point of contact for visitors and play a crucial role in creating a positive and professional first impression. You will be responsible for a variety of administrative tasks, ensuring the smooth functioning of the front office.

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Responsibilities:

- Greet visitors in a friendly and professional manner, registering their arrival and departure.
- Manage the reception area, maintaining a clean and organized environment.
- Answer phone calls, directing inquiries to the appropriate department or personnel.
- Utilize computer software to perform administrative tasks, such as scheduling appointments and data entry.
- Provide basic administrative support to other departments, as needed.

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Jio Freshers Jobs

Skills

- Excellent communication and interpersonal skills, with the ability to build rapport with people from diverse backgrounds.
- Strong organizational and time management skills, with the ability to prioritize tasks and work effectively under pressure.
- Proficient in computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to learn and adapt quickly in a fast-paced environment.
- A positive attitude and willingness to learn.

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