



<https://jobfever.govhelp.in/job/jio-careers-freshers-jobs-front-office-admin-post-in-jio/>

## Jio Careers – Freshers Jobs – Front Office Admin Post In Jio

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 14 - USD 21

### Qualifications

12th pass/ Graduate

### Employment Type

Full-time

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### Description

#### Jio Careers

Jio is searching for a highly motivated and professional Front Office Administrator to join our team. In this role, you will be the first point of contact for visitors and play a vital role in creating a positive first impression of our company. You will be responsible for a variety of administrative tasks, ensuring the smooth operation of the front office and providing exceptional customer service to all visitors.

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#### Responsibilities:

- Greet visitors in a courteous and professional manner, registering them upon arrival and departure.
- Manage the reception area, ensuring a clean, organized, and welcoming environment.
- Answer phones, direct calls efficiently, and take accurate messages.
- Provide administrative support, such as filing documents, photocopying, and scheduling appointments.
- Maintain visitor logs and other front office records.

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### Hiring organization

Jio

### Date posted

March 9, 2024

### Valid through

31.08.2024

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### Jio Freshers Jobs

#### Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport with a diverse range of people.
- Strong organizational and time management skills, with the ability to prioritize multiple tasks effectively.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to learn new software and procedures quickly.
- A positive attitude, with a commitment to providing exceptional customer service.

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