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Jio Careers – Freshers Jobs – Front Office Coordinator Post In Jio

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
March 7, 2024

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Valid through
31.08.2024

Base Salary

USD 14 - USD 21

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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 to our office, ensuring a professional and welcoming experience. You will play a vital role in the smooth operation of our front office, providing administrative and clerical support to our team.

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Responsibilities:

- Greet visitors and guests in a courteous and professional manner, directing them to the appropriate personnel.
- Manage the reception area, ensuring a clean and organized environment.
- Answer phones, screen calls, and take messages accurately and efficiently.
- Maintain office supplies and equipment.
- Perform other administrative duties as assigned.

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Jio Freshers Jobs

Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize multiple tasks and work effectively under pressure.
- Professional demeanor and appearance.

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