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Jio Careers – Job Application – Front Office Executive Post In Jio

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
February 17, 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

Reliance Jio Infocomm Limited (Jio) is a disruptive force in the Indian digital space, revolutionizing the telecom landscape with affordable data and voice services. We're a dynamic company with a clear vision: to empower every Indian with the power of digital freedom. As a Front Office Executive at Jio, you'll be at the forefront of this mission, making a real impact on the lives of millions.

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Responsibilities:

- Greet visitors warmly and professionally, directing them to their desired destination.
- Manage appointment schedules, ensuring timely confirmations and reminders.
- Handle telephone inquiries, providing accurate information and resolving issues efficiently.
- Maintain accurate records and documentation, including visitor logs, meeting minutes, and expense reports.
- Coordinate with internal departments to facilitate meetings, events, and other logistical needs.
- Uphold the company's brand values through your positive attitude, professionalism, and commitment to excellence.

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Jio Freshers Jobs

Skills:

- Excellent communication and interpersonal skills, with a focus on active listening and building rapport.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Proficient in computer applications, including MS Office Suite and CRM systems (preferred).
- Clear and concise written and verbal communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Positive and enthusiastic attitude with a commitment to providing exceptional customer service.

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