



<https://jobfever.govhelp.in/job/jio-careers-job-search-front-office-executive-post-in-jio/>

## Jio Careers – Job Search – Front Office Executive Post In Jio

### Job Location

India  
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

USD 14 - USD 21

### Qualifications

12th pass/ Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### 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.

(adsbygoogle = window.adsbygoogle || []).push({});

#### Jio Jobs Near Me

#### 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.

### Hiring organization

Jio

### Date posted

February 16, 2024

### Valid through

31.08.2024

APPLY NOW

(adsbygoogle = window.adsbygoogle || []).push({});

**If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs**



**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.

**Tags:** reliance jio recruitment 2024,jio recruitment 2024,jio recruitment 2024,reliance jio recruitment 2024,reliance recruitment 2024,reliance recruitment 2024,reliance jio recruitment,reliance jio recruitment 2024,job vacancy 2024,tcs recruitment 2024 for freshers,jio job vacancy 2024,amazon recruitment 2024 for freshers,railway recruitment 2024 apply online,jio recruitment 2024 apply online,reliance jio recruitment 2019,work from home jobs 2024

**If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs**



**Click to Join**

**Important Links**

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});