

Jio Jobs 2023 – Free Jobs Alert – Back Office Staff Job

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
September 30, 2023

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Valid through
31.12.2023

Base Salary

USD 11,500 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

We are looking for a highly organized and detail-oriented Back Office Staff to join our team. The ideal candidate will have excellent administrative skills, be able to work independently and as part of a team, and be able to meet tight deadlines.

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Jio Jobs Near Me

Responsibilities:

- Provide administrative support to the Back Office team
- Manage and maintain customer records
- Process orders and returns
- Generate reports and presentations
- Assist with other back-office tasks as needed

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Jio Careers

Requirements:

- Excellent administrative skills
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Ability to meet tight deadlines

Good communication and interpersonal skills

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

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