

Jio Jobs 2023 – Freshers Jobs – Back Office Coordinator Post

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
October 4, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Back Office Coordinator is responsible for providing administrative support to the Jio back office team. This includes tasks such as processing paperwork, maintaining records, and managing schedules. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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Jio Jobs Near Me

Responsibilities:

- Process paperwork and documentation
- Maintain accurate records
- Manage schedules and appointments
- Coordinate with other team members
- Provide customer service
- Other administrative tasks as needed

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Jio Careers

Requirements:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Excel, Word, Outlook)

Ability to work independently and as part of a team

Important Links

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

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