

Jio Jobs 2023 – Jobs Alert – Back Office Staff Job

Job Location

India
Remote work from: IND

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Base Salary

USD 11,500 - USD 18,000

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Back Office Staff is responsible for providing administrative support to the Back Office team. This includes tasks such as processing orders, managing inventory, and resolving customer queries. The ideal candidate will be a detail-oriented and organized individual with strong communication and organizational skills.

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Responsibilities:

- Process orders and deliveries
- Manage inventory and track stock levels
- Resolve customer queries and complaints
- Prepare reports and documentation
- Other administrative tasks as assigned

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Jio Careers

Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team

Important Links [Attention to detail](#)

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Hiring organization

Jio

Date posted

September 15, 2023

Valid through

31.12.2023

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