

Jio Recruitment 2023 – All India Job – Office Staff Post

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
August 9, 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 Office Staff is responsible for providing administrative support to the Jio team. This includes tasks such as answering phones, filing paperwork, and preparing reports. The Office Staff must be able to work independently and as part of a team, and have excellent customer service skills.

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Jio Jobs Near Me

Responsibilities:

- Answer phones and direct calls
- Greet visitors and provide them with information
- File paperwork and maintain filing systems
- Prepare reports and presentations
- Order supplies and maintain inventory
- Other administrative tasks as assigned

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Jio Careers

Requirements:

- Excellent customer service skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Important Links [Attention to detail](#)

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

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