

## Jio Recruitment 2023 – All India Jobs – Office Staff Post

### Hiring organization

Jio

### Job Location

India

Remote work from: IND

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### Base Salary

USD 13,000 - USD 18,000

### Date posted

August 3, 2023

### Valid through

31.12.2023

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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