

## Jio Recruitment 2023 – Jio Careers – Back Office Assistant Post

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: India

**Date posted**  
May 4, 2023

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**Valid through**  
31.12.2025

### 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 Assistant would be responsible for handling the clerical and administrative tasks in the office. The ideal candidate should be able to work with a minimum of supervision and handle the responsibilities given in a timely and efficient manner.

#### Jio Jobs Near Me

#### Responsibilities:

- Handling the clerical and administrative tasks in the office
- Filing, copying, scanning documents
- Assisting with customer service inquiries
- Answering the phone and routing calls
- Handling mail and deliveries

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#### Jio Careers

#### Requirements:

- 1-2 years of experience in a clerical or administrative role

Strong proficiency in Microsoft Office

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

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