

Jio Careers 2023 – Jobs Alerts – Back Office Staff Jobs

Hiring organization

Jio

Job Location

India

Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD 13,000 - USD 18,000

Date posted

May 10, 2023

Valid through

31.12.2023

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Jio Recruitment 2023

The Back Office Staff member will be responsible for the daily operations of the office.

(adsbygoogle = window.adsbygoogle || []).push({});

Jio Jobs Near Me

Responsibilities:

- Answer phones and greet guests
- Handle mail and deliveries
- Order supplies
- Ensure office is clean and organized

(adsbygoogle = window.adsbygoogle || []).push({});

Jio Careers

Requirements:

- Ability to work independently

Strong organizational skills

Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

```
(adsbygoogle = window.adsbygoogle || []).push({});
```