

## Jio Careers 2023 – Jobs Alerts – Back Office Staff Jobs

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: India

**Date posted**  
May 10, 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 Back Office Staff member will be responsible for the daily operations of the office.

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#### Jio Jobs Near Me

#### Responsibilities:

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

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#### Jio Careers

#### Requirements:

- Ability to work independently

Strong organizational skills

#### Important Links

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

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