

Jio Recruitment 2023 – Jobs In Mumbai – Back Office Executive Posts

Hiring organization
Jio

Job Location

Shop No A 5, Sukh Niwas, 3rd Pasta Ln, Colaba, 400005, Mumbai, Maharashtra, India

Date posted
June 20, 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 Executive is responsible for providing administrative support to the Jio team. This includes a variety of tasks, such as processing customer orders, managing customer accounts, and providing customer support. The Back Office Executive must be able to work independently and as part of a team, and must have excellent customer service skills.

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Jio Jobs Near Me

Responsibilities:

- Process customer orders, including verifying orders, entering orders into the system, and shipping orders
- Manage customer accounts, including updating account information, resolving customer issues, and collecting payments
- Provide customer support, including answering customer questions, resolving customer issues, and providing technical support
- Other duties 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

Attention to detail
Important Links

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

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