

Jio Careers 2023 – Jobs In Mumbai – Back Office Staff Post

Hiring organization

Jio

Job Location

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

Date posted

May 26, 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

Are you organized, detail-oriented, and looking for an opportunity to contribute to the smooth operations of a leading telecommunications company? Jio is seeking dedicated individuals to join our team as Back Office Staff. As a Back Office Staff member, you will be responsible for performing a variety of administrative tasks to support the efficient functioning of the organization. This role offers a chance to work behind the scenes and contribute to the overall success of Jio.

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Jio Jobs Near Me

Responsibilities:

1. Documentation and Data Management: Maintain accurate records and documentation of various processes, including customer information, invoices, reports, and other relevant data. Ensure proper filing and storage of documents in physical and electronic formats. Update and retrieve information as needed to support business operations.
2. Coordination and Communication: Assist in coordinating and scheduling meetings, appointments, and events. Liaise with internal teams and external stakeholders to ensure seamless communication and collaboration. Respond to inquiries and provide necessary information to colleagues and customers promptly and professionally.
3. Administrative Support: Provide general administrative support, including managing office supplies, handling incoming and outgoing correspondence, and coordinating travel arrangements. Assist in preparing reports, presentations, and other documents as required. Collaborate with team members to streamline processes and enhance overall efficiency.

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Jio Careers

Requirements:

1. Attention to Detail: Strong attention to detail and accuracy in handling data and documentation. Ability to identify errors or inconsistencies and rectify them promptly. Maintain confidentiality and ensure compliance with data protection regulations.
2. Time Management: Excellent organizational skills to manage multiple tasks and deadlines effectively. Prioritize assignments, work independently, and complete tasks in a timely manner. Adaptability and flexibility to handle unexpected changes and urgent requests.
3. Computer Proficiency: Proficiency in using basic computer applications such as MS Office (Word, Excel, PowerPoint) and familiarity with email and internet usage. Ability to quickly learn and navigate new software or systems used for data management and reporting.

Important Links

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

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