

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

Hiring organization
Jio

Job Location

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

Date posted
June 21, 2023

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

Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

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 is responsible for providing administrative support to Jio's operations team. This includes a variety of tasks, such as processing orders, managing inventory, and providing customer support. The ideal candidate will be organized, detail-oriented, and have excellent customer service skills.

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

Jio Jobs Near Me

Responsibilities:

- Process orders and payments
- Manage inventory
- Provide customer support
- Maintain records and files
- Other administrative tasks as needed

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

Jio Careers

Requirements:

- Proficient in Microsoft Office Suite
- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to work independently and as part of a team

Important Links [Attention to detail](#)

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

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

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