

Jio Recruitment 2023 – Jobs In Mumbai – 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 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

Jio is looking for a highly motivated and organized Office Staff to join our team. The ideal candidate will be able to provide administrative support to the office by performing a variety of tasks, including data entry, filing, scheduling appointments, and customer service. This is a great opportunity for a recent graduate or someone with a few years of experience in an administrative role.

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Jio Jobs Near Me

Responsibilities:

- Provide administrative support to the office by performing a variety of tasks, including data entry, filing, scheduling appointments, and customer service.
- Assist with the preparation of presentations and reports.
- Maintain accurate and up-to-date records.
- Order office supplies and equipment.
- Provide customer service to internal and external stakeholders.

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Jio Careers

Requirements:

- Excellent communication and interpersonal skills.
- Strong organizational and time management 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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