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Jio Recruitment 2024 – Jobs For Freshers – Front Office Executive Posts

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
January 13, 2024

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Valid through
31.08.2024

Base Salary

USD 14,900 - USD 20,400

APPLY NOW

Qualifications

12th pass/ Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2024

Reliance Jio Infocomm Limited (Jio) is a disruptive force in the Indian digital space, revolutionizing the telecom landscape with affordable data and voice services. We're a dynamic company with a clear vision: to empower every Indian with the power of digital freedom. As a Front Office Executive at Jio, you'll be at the forefront of this mission, making a real impact on the lives of millions.

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Jio Jobs Near Me

Responsibilities:

- Greet visitors warmly and professionally, directing them to their desired destination.
- Manage appointment schedules, ensuring timely confirmations and reminders.
- Handle telephone inquiries, providing accurate information and resolving issues efficiently.
- Maintain accurate records and documentation, including visitor logs, meeting minutes, and expense reports.
- Coordinate with internal departments to facilitate meetings, events, and other logistical needs.
- Uphold the company's brand values through your positive attitude, professionalism, and commitment to excellence.

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Jio Careers

Skills:

- Excellent communication and interpersonal skills, with a focus on active listening and building rapport.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Proficient in computer applications, including MS Office Suite and CRM systems (preferred).
- Clear and concise written and verbal communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Positive and enthusiastic attitude with a commitment to providing exceptional customer service.

Tags: reliance jio recruitment 2024,jio recruitment 2024,jio recruitment 2024,reliance jio recruitment 2024,reliance recruitment 2024,reliance recruitment 2024,reliance jio recruitment,reliance jio recruitment 2024,job vacancy 2024,tcs recruitment 2024 for freshers,jio job vacancy 2024,amazon recruitment 2024 for freshers,railway recruitment 2024 apply online,jio recruitment 2024 apply online,reliance jio recruitment 2019,work from home jobs 2024

Important Links

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