



<https://jobfever.govhelp.in/job/jio-recruitment-2024-jobs-for-freshers-front-office-posts/>

Jio Recruitment 2024 – Jobs For Freshers – Front Office Posts

Job Location

India
Remote work from: IND

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Base Salary

USD 14,800 - USD 20,300

Qualifications

12th pass/ Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2024

Reliance Jio Infocomm Ltd. is seeking a dynamic and resourceful individual to join our vibrant team as a Front Office Executive at our [office location]. As the face of our office, you'll play a crucial role in ensuring a seamless and professional experience for visitors, employees, and clients.

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Jio Jobs Near Me

Responsibilities:

- Greet visitors with a warm smile and professional demeanor, understanding their needs and directing them to appropriate personnel.
- Answer incoming calls and emails promptly and courteously, providing accurate information and resolving inquiries efficiently.
- Manage visitor registration and document handling, ensuring proper protocols are followed.
- Coordinate meeting and conference room bookings, maintaining detailed schedules and keeping stakeholders informed.
- Uphold the highest standards of cleanliness and organization within the front office area.
- Stock office supplies and equipment, anticipating needs and ordering replacements as required.
- Assist with administrative tasks, including document filing, data entry, and

Hiring organization

Jio

Date posted

January 11, 2024

Valid through

31.08.2024

APPLY NOW

travel arrangements.

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Jio Careers

Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport and handle challenging situations with tact and diplomacy.
- Strong organizational and time management skills, ensuring efficient handling of multiple tasks and priorities.
- Proficiency in computer applications, including MS Office Suite and relevant database software.
- Confidence in handling cash transactions and maintaining accurate records.
- A presentable demeanor and professional appearance, reflecting the positive image of Reliance Jio

Important Links

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

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