



<https://jobfever.govhelp.in/job/jio-recruitment-2024-jobs-near-me-back-office-admin-posts/>

Jio Recruitment 2024 – Jobs Near Me – Back Office Admin Posts

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
January 9, 2024

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Valid through
31.08.2024

Base Salary

USD 14,700 - USD 20,200

APPLY NOW

Qualifications

12th pass/ Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2024

In this role, you'll play a crucial part in keeping our operations running smoothly. You'll be the backbone of our back-office team, providing essential administrative support and ensuring accuracy and organization across all tasks. This is a fantastic opportunity for a hardworking and eager individual to gain valuable experience in a growing company.

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Jio Jobs Near Me

Responsibilities:

- Manage various documents including contracts, invoices, and purchase orders.
- Enter and update data using specialized software like CRMs or ERP systems.
- Prepare and submit reports as required.
- Answer phones and emails proactively, directing inquiries to the appropriate team members.
- Schedule meetings and manage calendars for the back-office team.
- Handle travel arrangements and expense reports.
- Maintain office supplies and inventory.
- Assist other departments with administrative tasks as needed.
- Maintain a professional and helpful attitude while interacting with colleagues

and clients.

- Proactively learn new processes and systems to adapt to changing needs.

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Jio Careers

Skills:

- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

Progress to learn and adapt to new challenges

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

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