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Jio Recruitment 2023 - New Jobs - Office Executive Post

Hiring organization
Jio

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
May 8, 2023

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Valid through
31.12.2023

Base Salary

Rs. 12,000 - Rs. 15,000

APPLY NOW

Qualifications

12th pass & Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Office Executive is responsible for performing a wide range of administrative and executive support activities for the office. This may include providing logistical support for meetings and events, preparing reports and correspondence, and managing contracts and files.

Jio Near Me

Responsibilities:

- Provide administrative and executive support for the office
- Manage contracts and files
- Prepare reports and correspondence
- Provide logistical support for meetings and events

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Jio Jobs For Freshers

Skills

- At least 2 years of experience providing administrative and executive support
- Strong written and oral communication skills

Familiarity with Microsoft Office

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

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