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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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