



<https://jobtalent.jobcitylive.com/job/jio-jobs-2023-jobs-for-freshers-front-office-posts/>

Jio Careers 2023 – Jobs For Freshers – Front Office Posts

Job Location

Kolkata, West Bengal, India
Remote work from: India

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Base Salary

Rs. 9,000 - Rs. 16,000

Qualifications

12th Pass & Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Front Office Executive will work under the direct supervision of the Operations Manager.

Jio Careers

Responsibilities:

Provide excellent customer service to clients

Handle client inquiries and complaints

Organize and manage front office operations

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Jio Jobs For Freshers

Requirements & Skills:

Hiring organization

Jio

Date posted

March 13, 2023

Valid through

31.12.2025

APPLY NOW

High school diploma

At least 1 year of customer service experience

front office procedures

Strong communication and interpersonal skills

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

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