



<https://jobtalent.jobcitylive.com/job/jio-jobs-2023-jobs-near-me-front-office-assistant-post/>

Jio Jobs 2023 – Jobs Near Me – Front Office Assistant Post

Hiring organization
Jio

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
March 4, 2023

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Valid through
31.12.2025

Base Salary

Rs. 9,000 - Rs. 16,000

APPLY NOW

Qualifications

12th Pass & Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Front Office Assistant 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:

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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