



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

## Jio Jobs 2023 – Jobs Near Me – Front Office Executive Post

**Hiring organization**  
Jio

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

### Date posted

February 18, 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 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:

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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