



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

Jio Recruitment 2023 – Jobs For Freshers – Front Office Executive Posts

Hiring organization
Jio

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted

February 15, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through

31.12.2025

Base Salary

Rs. 9,000 - Rs. 16,000

APPLY NOW

Qualifications

12th Pass & Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

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

(adsbygoogle = window.adsbygoogle || []).push({});

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});