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Jio Recruitment 2023 – Jobs For Freshers – Office Staff Posts

Hiring organization
Jio

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
March 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Office Staff is responsible for a variety of clerical and administrative support tasks in order to keep the office running smoothly.

Jio Near Me

- Answering phones and directing calls
- Greeting guests and providing basic information about the company
- Distributing and organizing mail
- Filing, copying, and scanning documents

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Jio Jobs For Freshers

Skills

- Strong administrative skills

Proficient in Microsoft Office

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

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