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Jio Recruitment 2023 – Jobs Near Me – Back Office Executive Post

Hiring organization
Jio

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
January 6, 2023

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Valid through
31.12.2025

Base Salary

Rs. 13,000 - Rs. 16,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

A Back Office Executive is responsible for providing administrative and operational support to the front office staff.

Jio Careers

They are often responsible for coordinating the daily operations of an organization, including data entry, filing, and other clerical tasks. They may also be responsible for managing and reviewing customer data, processing customer payments, and conducting research on behalf of the organization. Back Office Executives must have excellent organizational skills and be able to work efficiently and effectively with minimal supervision.

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Jio Jobs For Freshers

They must have strong customer service skills in order to ensure customer satisfaction and a good understanding of relevant computer applications and software. In addition, Back Office Executives must be able to multitask and manage

multiple tasks at once without compromising quality of work.
Important Links Find the Link in [Apply Now](#) Button

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