



<https://jobtalent.jobcitylive.com/job/jio-recruitment-2023-jobs-near-me-back-office-executive-posts/>

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

Hiring organization
Jio

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted

February 23, 2023

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Valid through

31.12.2025

Base Salary

Rs. 13,000 - Rs. 16,000

APPLY NOW

Qualifications

12th Pass & Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Back Office Executive is responsible for performing a variety of administrative and clerical tasks related to the efficient operation of the office.

Jio Careers

Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Maintain contact lists
- Produce correspondence, memos, letters, and emails
- Create and maintain spreadsheets

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Jio Jobs For Freshers

Requirements & Skills:

-Proficient in Microsoft Office Suite

Strong organizational skills and detail oriented

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

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