



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

## Jio Recruitment 2023 – Jobs Near Me – Back Office Staff Post

**Hiring organization**  
Jio

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

**Date posted**  
January 5, 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

Back office staff are responsible for providing administrative support to ensure the efficient operation of an organization.

### Jio Careers

Duties commonly include data entry, record-keeping, filing, and customer service. Other tasks may include scheduling appointments, processing invoices, and handling customer inquiries and requests. Back office staff must possess strong organizational and communication skills, as well as the ability to pay close attention to detail. They often work with sensitive information and must maintain confidentiality at all times.

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### Jio Jobs For Freshers

Additionally, back office staff must demonstrate good problem-solving skills and be able to adapt to changing priorities.

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

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