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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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