



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

Jio Recruitment 2023 – Jobs Near Me – Front Office Staff Post

Hiring organization
Jio

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted

December 31, 2022

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through

30.06.2023

Base Salary

Rs. 18,000 - Rs. 22,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Jio Jobs For Freshers

Front Office Staff play an integral role in providing excellent customer service in a wide range of businesses.

Jio Careers

As a Front Office Staff, you are often the first point of contact for customers and are responsible for greeting guests and providing them with information about the company or services. You will be expected to handle a variety of tasks, including answering phones, responding to emails, and booking appointments.

(adsbygoogle = window.adsbygoogle || []).push({});

Jio Jobs For Freshers

Additionally, you will be responsible for managing customer inquiries, processing payments, and maintaining accurate records. Being organized, detail-oriented, and possessing excellent communication and customer service skills are essential for success in this role.

Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```