



<https://targetjob.govhelp.in/job/administrative-assistant-free-job-alert-jio-jobs-near-me/>

Administrative Assistant – Free Job Alert – Jio Jobs Near Me

Job Location

India
Remote work from: IND

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Base Salary

USD 14 - USD 25

Qualifications

Graduate

Employment Type

Full-time

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Description

Jio Careers For Freshers

Jio, a leading telecommunications company in India, frequently seeks talented individuals to join their team, and Administrative Assistant is one such role they actively recruit for. As an Administrative Assistant at Jio, you'll play a vital role in supporting various departments and ensuring the smooth day-to-day operations of the organization.

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Jio Jobs near me

Responsibilities:

- Provide comprehensive administrative support to assigned teams or departments, ensuring smooth and efficient workflow.
- Manage calendars and schedule appointments for their assigned personnel.
- Handle communication, including answering phone calls, responding to emails, and managing incoming correspondence.
- Prepare and maintain various documents, such as reports, presentations, and meeting minutes.
- Coordinate travel arrangements and logistics for their assigned personnel.
- Manage office supplies and equipment, ensuring timely replenishment.
- Perform other administrative tasks as assigned, such as data entry, filing, and booking meeting rooms.

Hiring organization

Jio

Date posted

February 26, 2024

Valid through

31.08.2024

APPLY NOW

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Jio JobsFor Freshers

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team in a fast-paced environment.
- Detail-oriented and with a keen eye for accuracy.
- Positive attitude and strong work ethic.
- Ability to prioritize tasks and handle multiple deadlines effectively.
- Knowledge of the telecom industry (a plus).

Tags: Jio Jobs, recruitment, job opportunities, career, hiring, job search, job application, Jio careers, work at Jio , job openings, job vacancies, job opportunities at Jio , Jio jobs, Jio recruitment 2024, Jio hiring 2024

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