



<https://targetjob.govhelp.in/job/administrative-assistant-job-opportunities-12th-pass-job-in-jio/>

## Administrative Assistant – Job Opportunities – 12th Pass Job in Jio

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
February 24, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 14 - USD 25

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Administrative Assistant

Join Jio, India's leading digital services provider, and become an Administrative Assistant who plays a vital role in supporting various teams and ensuring smooth operations! In this dynamic and fast-paced environment, you'll wear many hats, handling diverse administrative tasks, managing schedules, coordinating meetings, and contributing to the overall efficiency of the department. If you possess strong organizational skills, excellent communication abilities, and a proactive approach, we encourage you to apply!

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#### Responsibilities:

- Provide administrative support to assigned teams, including scheduling meetings, preparing presentations, and managing documents.
- Maintain organized filing systems, ensuring easy access to important information.
- Coordinate travel arrangements and logistics for team members.
- Handle incoming calls and emails efficiently, directing inquiries to the appropriate personnel.
- Respond to routine inquiries and provide accurate information.
- Proactively anticipate team needs and offer support before issues arise.
- Maintain a professional and positive demeanor, fostering a collaborative

work environment.

- Stay updated on company policies and procedures.
- Perform other administrative tasks as assigned.

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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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## Important Links

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

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