



<https://targetjob.govhelp.in/job/administrative-assistant-job-opportunities-jobs-in-jio/>

Administrative Assistant – Job Opportunities – Jobs in Jio

Job Location

India
Remote work from: IND

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Base Salary

USD 15 - USD 24

Qualifications

Graduate

Employment Type

Full-time

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Description

Jio Careers For Freshers

Do you possess exceptional organizational skills, thrive in a fast-paced environment, and enjoy providing meticulous support? If you're a detail-oriented individual with a passion for efficiency and contributing to a team's success, then joining Jio as an Administrative Assistant could be your ideal career opportunity!

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Jio Jobs near me

Responsibilities:

- Provide comprehensive administrative support to assigned teams, managing schedules, calendars, and travel arrangements.
- Organize and maintain accurate records, documents, and filing systems, ensuring easy access and retrieval.
- Draft and edit correspondence, emails, presentations, and other documents with clarity and professionalism.
- Coordinate meetings, appointments, and conferences, ensuring timely communication and participation.
- Manage office supplies and inventory, proactively identifying and fulfilling needs.
- Assist with travel arrangements, visa applications, and expense reports for colleagues.
- Respond to inquiries from colleagues and external stakeholders promptly

Hiring organization

Jio

Date posted

February 23, 2024

Valid through

31.08.2024

APPLY NOW

and professionally.

- Stay updated on company policies and procedures, ensuring compliance and confidentiality.
- Contribute to improving administrative processes by suggesting new solutions and best practices.

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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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