



<https://targetjob.govhelp.in/job/back-office-admin-in-jio-job-search-jio-jobs-for-freshers/>

## Back Office Admin In Jio – Job Search – Jio Jobs For Freshers

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
March 1, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 14 - USD 21

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## Back Office Admin In Jio

Reliance Jio is seeking a highly motivated and detail-oriented Back Office Administrator to join our growing team. In this role, you will play a vital role in ensuring the smooth and efficient operation of our back-office functions.

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### Jio Jobs near me

### Responsibilities:

- **Provide administrative support:** This includes tasks such as data entry, document creation and filing, scheduling meetings, and managing travel arrangements.
- **Maintain accurate records:** You will be responsible for maintaining and updating various databases, ensuring the accuracy and integrity of all information.
- **Liaise with internal and external stakeholders:** You will communicate effectively with colleagues, vendors, and other stakeholders to ensure that all tasks are completed efficiently and effectively.

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## Jio Careers

### Skills:

- Excellent organizational and time-management skills
- Strong attention to detail and accuracy
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent communication and interpersonal skills

**Tags:** Jio , 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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