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Jio Careers For Experience /Freshers Administrator Assistant – Job Search – Hiring organization Jio

Job Location

India
Remote work from: IN

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Base Salary

USD 14 - USD 21

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Customer Officer

About Reliance Jio

Reliance Jio Infocomm Limited, a subsidiary of Jio Platforms Limited, is a household name in India, leading the digital revolution. As a telecom giant, Jio empowers millions of users with innovative data and voice solutions. Jio's vision is to be the world's best connectivity provider, offering seamless digital experiences to its subscribers.

Why Join Us as an Administrator Assistant?

This is your chance to be part of a dynamic team at the forefront of India's technological landscape. As an Administrator Assistant at Jio, you'll play a pivotal role in ensuring smooth daily operations. You'll provide exceptional support to our team, manage administrative tasks with precision, and contribute to a collaborative and fast-paced work environment.

Position: Administrator Assistant

Company: Reliance Jio Infocomm Limited

Location: Remote – Work from Anywhere in India

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Date posted

March 23, 2024

Valid through

31.12.2024

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Job Summary

We're seeking a highly organized and detail-oriented individual to join our team as an Administrator Assistant. In this remote role, you'll provide comprehensive administrative support to a designated team or department. Your responsibilities will encompass a variety of tasks, including scheduling appointments, managing calendars, travel arrangements, expense reports, and maintaining filing systems. You'll also be a point of contact for internal and external inquiries, ensuring clear communication and information flow.

Key Responsibilities

- Manage calendars and schedules for assigned personnel, effectively scheduling meetings, appointments, and travel arrangements.
- Process expense reports, ensuring accuracy and adherence to company policies.
- Maintain efficient filing systems, both physical and digital, for easy access to information.
- Provide comprehensive secretarial support, including drafting correspondence, taking minutes during meetings, and preparing presentations.
- Act as a point of contact for internal and external inquiries, handling phone calls and emails professionally and efficiently.
- Manage office supplies and equipment, ensuring timely restocking and maintaining a well-organized workspace.
- Maintain confidentiality of all company information and documents.
- Perform other administrative duties as assigned.

Required Skills and Qualifications

- Minimum qualification of a Bachelor's Degree in any discipline or a diploma in secretarial practice.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Suite is essential.
- Excellent communication and interpersonal skills, with the ability to build rapport with colleagues and clients.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines efficiently.
- Meticulous attention to detail and a commitment to accuracy.
- Ability to work independently and as part of a team.

Experience

- Freshers with strong academic records and a keen interest in administration are welcome to apply.
- Prior experience in an administrative role (1-2 years) will be given preference.

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Jio Careers

Why Join Reliance Jio?

At Jio, we offer a dynamic work environment where you'll have the opportunity to learn, grow, and contribute to a leading company. Here's what sets us apart:

- **Growth Opportunities:** Jio fosters a culture of learning and development. You'll have access to training programs and mentorship opportunities to enhance your skills and advance your career within the organization.
- **Competitive Benefits Package:** We offer a comprehensive benefits package that includes health insurance, paid time off, and other employee perks.
- **Remote Work Flexibility:** Enjoy the flexibility of working from anywhere in India, maintaining a healthy work-life balance.
- **Be Part of the Digital Revolution:** Contribute to India's digital transformation while working for a company at the forefront of innovation.
- **Collaborative Work Environment:** Join a team of talented and passionate individuals who are dedicated to achieving success together.

Application Process

To apply, please submit your resume and a cover letter highlighting your relevant skills and experience.

Ready to Make a Difference?

We're looking for a talented and motivated individual to join our growing team. If you're passionate about administration, possess excellent organizational skills, and thrive in a fast-paced environment, we encourage you to apply!

General Overview

As an Administrator Assistant at Jio, you'll play a vital role in ensuring the smooth functioning of our daily operations. Your ability to manage multiple tasks efficiently, prioritize effectively, and communicate clearly will be instrumental to our team's success. We offer a rewarding opportunity to work for a leading company in the Indian telecom industry and contribute to a dynamic and collaborative work environment.

We look forward to receiving your application!

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Jobs



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