



<https://targetjob.govhelp.in/job/jio-careers-private-jobs-back-office-staff/>

Jio Careers – Private Jobs – Back Office Staff

Job Location

India
Remote work from: IND

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Base Salary

USD 17 - USD 22

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Jio Careers

This is an excellent opportunity for someone with a strong work ethic and organizational skills to launch a career in the exciting world of telecommunications. You'll be part of a dedicated team responsible for maintaining accurate records, processing orders efficiently, and ensuring clear communication across different departments within Jio.

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Responsibilities:

- Process customer orders and service requests accurately and efficiently, ensuring timely updates and adherence to company protocols.
- Maintain accurate records of inventory, customer data, and service plans in a meticulous manner.
- Provide support to other departments (sales, customer service) as needed by retrieving and analyzing data.
- Prepare reports and presentations to communicate back-office data and trends (may vary by location).
- Assist with resolving discrepancies in orders, service activations, or billing data.
- Liaise with internal teams as required to ensure smooth fulfillment and customer service.
- Uphold Jio's high standards for accuracy, efficiency, and data integrity.

Hiring organization

Jio

Date posted

March 8, 2024

Valid through

31.08.2024

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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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