



<https://targetjob.govhelp.in/job/jio-careers-private-jobs-executive-assistant/>

Jio Careers – Private Jobs – Executive Assistant

Job Location

India
Remote work from: IND

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Base Salary

USD 14 - USD 25

Qualifications

Graduate

Employment Type

Full-time

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Description

Jio Careers

Reliance Jio Infocomm Limited, commonly known as Jio, is a leading telecommunications company in India, constantly seeking talented individuals to join their team. As an Executive Assistant, you'll play a vital role in supporting senior executives and ensuring their day-to-day operations run smoothly, contributing significantly to Jio's continued growth and success.

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Jio Jobs near me

Responsibilities:

- Provide comprehensive administrative and operational support to assigned executives, managing their schedules, calendars, and appointments.
- Organize travel arrangements, including booking flights, hotels, and managing expense reports.
- Draft and proofread business correspondence, emails, presentations, and other documents, ensuring accuracy and clarity.
- Anticipate and address the needs of executives proactively, prioritizing tasks and managing multiple requests efficiently.
- Coordinate meetings, prepare agendas, and distribute meeting materials, ensuring efficient and productive sessions.
- Maintain confidential information with discretion and professionalism.
- Liaise with internal and external stakeholders on behalf of executives, effectively managing communication and information flow.

Hiring organization

Jio

Date posted

February 26, 2024

Valid through

31.08.2024

APPLY NOW

- Stay updated on industry trends and developments relevant to the executive's area of responsibility.

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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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