



<https://targetjob.govhelp.in/job/jio-job-vacancy-for-freshers-remote-jobs-executive-assistant-in-jio/>

## Jio Job Vacancy For Freshers – Remote Jobs – Executive Assistant in Jio

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
March 2, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 14 - USD 24

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Jio Job Vacancy For Freshers

Do you thrive in a fast-paced environment and enjoy providing exceptional support? Are you organized, detail-oriented, and possess excellent communication skills? If so, then we want to hear from you!

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### Jio Jobs near me

### Responsibilities:

- Manage the executive's calendar, scheduling appointments, meetings, and travel arrangements.
- Prepare presentations and meeting materials, ensuring accuracy and clarity.
- Draft and manage correspondence, including emails, letters, and reports.
- Maintain a well-organized and efficient work environment for the executive.
- Anticipate the executive's needs and proactively address them.
- Perform other administrative duties as assigned.

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### Jio JobsFor Freshers

#### Skills:

- Bachelor's degree or equivalent experience in a relevant field (preferred)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational, time management, and prioritization skills.
- Strong written and verbal communication skills with the ability to effectively communicate with all levels of the organization.
- Ability to maintain confidentiality and discretion.
- Proactive, resourceful, and with a strong attention to detail.

**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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#### Important Links

**Find the Link in [Apply Now](#) Button**

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