



<https://targetjob.govhelp.in/job/jio-recruitment-2024-jobs-alerts-back-office-executive-post/>

Jio Recruitment 2024 – Jobs Alerts – Back Office Executive Post

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
January 8, 2024

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Valid through
31.08.2024

Base Salary

USD 16,000 - USD 20,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2024

In this vital role, you'll be the engine of our administrative processes, contributing to the efficient daily operations of Jio. You'll work with various departments, offering support and completing crucial tasks with accuracy and speed.

Jio Jobs near me

Responsibilities:

- **Data Entry & Processing:** Accurately enter and process various types of data from customer accounts, financial transactions, and other essential documents.
- **Document Management & Filing:** Efficiently scan, file, and maintain physical and digital documents for easy retrieval and record-keeping.
- **Customer Support:** Assist internal departments with customer inquiries by providing administrative support and relaying relevant information.
- **Reporting & Analysis:** Generate reports and summaries based on processed data, contributing to internal analysis and decision-making.
- **Compliance & Adherence:** Ensure adherence to company policies, procedures, and regulatory requirements within your area of responsibility.

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Jio Careers

Skills:

- **Typing Skills & Accuracy:** Possess excellent typing skills with high accuracy and speed (minimum 40 wpm preferred).
- **Attention to Detail:** Have a keen eye for accuracy and a meticulous approach to ensuring tasks are completed flawlessly.
- **Computer Literacy:** Proficient in using various computer applications, including document processing software and basic spreadsheets.
- **Organizational & Time Management Skills:** Efficiently manage multiple tasks simultaneously, prioritize workload, and meet deadlines consistently.
- **Strong Communication Skills:** Communicate effectively with colleagues and supervisors, both verbally and in writing, and ask clarifying questions when needed.

Important Links

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

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