



<https://getjob.govhelp.in/job/back-office-executive-posts-jio-careers-free-jobs-alerts/>

## Back Office Executive Posts – Jio Careers – Free Jobs Alerts

### Job Location

Chaupati, 400004, Mumbai, Maharashtra, India

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### Base Salary

USD 11 - USD 20

### Qualifications

12th passed/Graduate

### Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

### Description

## Jio Recruitment

As a Back Office Executive at Jio, you'll be the backbone of our smooth functioning. You'll wear many hats, from data management and document processing to administrative support and team collaboration. Your meticulous attention to detail and efficiency will keep our operations running like clockwork.

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## JIO Jobs Near Me

### Responsibilities:

- **Data Management:** Maintain and update customer information, process invoices and bills, and ensure accuracy across all digital systems.
- **Document Processing:** Handle document filing, digitization, and retrieval, ensuring proper organization and security of confidential information.
- **Administrative Support:** Assist colleagues with travel arrangements, meeting logistics, and other administrative tasks to streamline workflow.

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## JIO Careers

### Skills:

### Hiring organization

Jio

### Date posted

February 12, 2024

### Valid through

31.08.2024

APPLY NOW

- **Computer Proficiency:** Excellent command of MS Office Suite and experience with relevant data management software.
- **Organized and Detail-Oriented:** Possess a strong eye for accuracy and a knack for maintaining organized records and systems.
- **Communicative and Collaborative:** Excel at clear communication, both written and verbal, and thrive in a team environment.
- **Multitasking and Adaptable:** Able to handle diverse tasks effectively and adapt to changing priorities with a positive attitude.

**Tags:** Jio Jobs, Jio Recruitment, Jio Jobs For Me, Jio Vacancy, Jio Jobs 2024, All India Jobs, Jio Recruitment 2024

**Important Links**

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