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## Jio Recruitment 2023 – 2+Years Experience Required – Administrative Analyst Post

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: India

**Date posted**  
April 26, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 35,000 - Rs. 40,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Jio Recruitment 2023

The Administrative Analyst position is responsible for providing skilled and professional administrative support to the department.

### Jio Jobs Near Me

Specific duties will vary depending on the needs of the department but may include, but are not limited to, the following: word processing, data entry, preparing and editing reports,

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### Jio Careers

Managing files and records, coordinating meetings and events, and providing clerical support. The Administrative Analyst must be proficient in Microsoft Office Suite and have excellent organizational skills.

### Qualifications: –

Proven experience as an administrative analyst, office manager, or similar role.

Strong organization and communication skills.

Ability to work independently and take initiative.

Proficient in Microsoft Office Suite.

**Responsibilities: –**

Prepare and distribute meeting materials and minutes.

Coordinate travel arrangements.

Maintain calendars and schedules.

Organize and manage files.

Respond to requests for information and provide support to staff as needed.

**Qualifications: –**

Bachelor's degree in information technology or a related field Strong organizational skills

Excellent communication skills

Experience in project management.

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

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