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Jio Recruitment 2023 – 2+Years Experience Required – Administrative Assistant Post

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
April 1, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The administrative assistant will provide administrative support to the department. Duties may include, but are not limited to, preparing reports and correspondence, scheduling appointments, organizing and maintaining files, and providing customer service. The ideal candidate will have excellent oral and written communication skills, be able to work independently, and have knowledge of office procedures and equipment.

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Qualifications:

- -High school diploma or equivalent
- -At least 2 years of administrative experience
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Responsibilities:

1. -Maintain files and databases
2. -Prepare reports
3. -Schedule appointments
4. -Coordinate travel arrangements

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