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Jio Recruitment 2023 – All Over India – Front Office Assistant Post

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
March 18, 2023

Valid through
31.12.2025

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Base Salary

Rs. 25,000 - Rs. 30,000

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Qualifications

Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Front Office Assistant must be a motivated and proactive individual with excellent communication skills and a strong attention to detail.

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Qualifications:

- Bachelor's degree in a related field
- At least two years of experience in quality control or a related role
- Familiarity with quality control procedures and equipment

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The Front Office Assistant must be a motivated and proactive individual with excellent communication skills and a strong attention to detail.

Responsibilities:

- Develop and implement quality control procedures
- Ensure that quality control procedures are followed
- Conduct product or service audits

Take corrective action where necessary

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

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