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Jio Recruitment 2023 – Freshers Jobs – Back-Office Coordinator Jobs

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
February 21, 2023

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Valid through
31.12.2023

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 Back Office Coordinator is responsible for overseeing the functioning of the company's back office.

S/he oversees and coordinates all back office activities, ensuring that all departments are functioning smoothly and that all deadlines are met.

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The Back Office Coordinator also ensures that all procedures and processes are followed, and provides support to department managers as needed.

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Responsibilities:

- Oversee the functioning of the company's back office
- Coordinate all back office activities
- Ensure that all departments are functioning smoothly
- Meet all deadlines
- Ensure that all procedures and processes are followed
- Provide support to department managers as needed

Qualifications:

- Bachelor's degree in Business Administration or related field
- 3+ years of managerial experience in back office environment
- Strong knowledge of back office procedures and processes
- Excellent organizational skills
- Strong problem solving skills

Important Links

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

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