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Jio Recruitment 2023 – Freshers Jobs Near Me – Virtual Assistant Post

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
March 2, 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 virtual assistant will be responsible for providing administrative support to the CEO.

Jobs Near Me

Qualifications:

- High school diploma or equivalent
- 1-2 years of administrative experience
- Excellent communication and interpersonal skills
- Strong organizational skills

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Apply Online Jobs

We are looking for a Virtual Assistant to provide administrative support to our team.

Responsibilities:

- Answer telephones and direct calls to appropriate personnel

- Take messages and relay them to the appropriate individual • Greet and escort guests to the office

- Handle incoming and outgoing mail

Coordinate office activities and events

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

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