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Jio Recruitment 2023 – Job For Freshers – Office Clerk Post

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
March 14, 2023

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Valid through
31.12.2025

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 office clerk is an entry level position that is responsible for handling a variety of basic office tasks. The clerk is responsible for providing administrative support to the office staff, as well as maintaining the office's filing system and performing basic data entry duties.

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Requirements:

- Bachelor's degree in business administration or a related field
- At least 5 years of experience in customer service management
- Strong leadership and coaching skills
- Familiarity with customer service software

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The office clerk is responsible for providing support to the office manager and other staff members. Duties may include answering phone calls, greeting guests, and distributing mail. The office clerk must be able to handle multiple tasks

simultaneously and have excellent customer service skills. Previous experience in an office setting is preferred.

Responsibilities:

- Oversee all customer service operations
- Develop, implement, and enforce customer service policies and procedures
- Lead, train, and coach customer service staff

Ensure that all customer service goals and objectives are met

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