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Jio Recruitment 2023 – Job Freshers – Help Desk Post

Job Location

India
Remote work from: India

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Base Salary

Rs. 25,000 - Rs. 30,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Help Desk is responsible for providing customer support for all computer-related issues. This includes both software and hardware problems. The Help Desk is also responsible for installing, configuring, and maintaining computer systems and networks.

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Qualifications:

- Bachelor's degree in marketing or a related field
- At least 3 years of experience developing and implementing successful marketing plans and campaigns
- Deep knowledge of target markets and marketing channels • Strong creative skills

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The Back Office Admin will be responsible for providing administrative support to the company. This will include, but not be limited to, maintaining employee files, preparing reports, and coordinating schedules.

Hiring organization

Jio

Date posted

March 4, 2023

Valid through

31.12.2025

APPLY NOW

Responsibilities:

- Maintain office space and organize supplies
- Provide general administrative support
- Manage communication within the office
- Handle customer inquiries

Perform other duties as assigned

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

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