

Jio Recruitment 2023 – All India Jobs – Front Office Staff Posts

Hiring organization

Jio

Job Location

India

Remote work from: IND

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Base Salary

Rs. 12,500 - Rs. 15,600

Date posted

August 21, 2023

Valid through

31.12.2023

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Front Office Staff is responsible for providing a warm and welcoming welcome to customers, answering their questions, and resolving any issues they may have. The ideal candidate will be a friendly and approachable individual with excellent communication and customer service skills.

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Jio Careers

Responsibilities:

- Greet customers and answer their questions
- Assist customers with their needs
- Resolve customer complaints and issues
- Maintain a clean and organized front office
- Follow all safety procedures

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Jio Jobs Near Me

Skills:

- Excellent communication and customer service skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Basic knowledge of Jio products and services

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

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