



<https://jobquest.jobsworld.com/job/jio-recruitment-2023-2-years-experience-required-administrative-assistant-post/>

## Jio Recruitment 2023 – 2+ Years Experience Required – Administrative Assistant Post

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: India

**Date posted**  
April 12, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 18,000 - Rs. 27,000

APPLY NOW

### Qualifications

10th, 12th, Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

## Jio Recruitment 2023

The Administrative Assistant will provide administrative support to the President and CEO. This will include scheduling, preparing materials for meetings, managing and tracking projects, and other duties as assigned.

### Jio Apply Online

#### Responsibilities:

- Develop and implement strategies and tactics that will result in increased sales volume and market share
- Recruit, train, and manage a team of inside sales representatives
- Generate new leads through cold calling, email campaigns, etc.
- Close sales and achieve quotas

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### Jio Jobs For Freshers

**Qualifications:**

- Minimum of 5 years of experience in inside sales or sales management
- Strong track record of success in achieving sales quotas
- Experience managing and motivating a team of sales representatives
- Excellent communication and negotiation skills

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

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