Jio Recruitment 2023 – 2+ Years Experience Required – Supervisors

Hiring organization
Jio

Job Location
India
Remote work from: India

Date posted
April 20, 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 Administrator is the backbone of our company. We are looking for an organized and motivated individual to join our team. The ideal candidate for this position is someone with experience working in a fast paced environment and is able to multi-task. They will be responsible for managing our company's day-to-day operations, ensuring that all administrative duties are carried out in a timely and efficient manner.

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The Supervisor will also be responsible for ensuring that all personnel in their area are meeting expectations in terms of productivity and quality. The ideal candidate will have strong leadership and communication skills, as well as a knowledge of warehouse procedures.

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Jio Jobs For Freshers

Responsibilities:-

– Managing company's day-to-day operations

– Ensuring all administrative duties are carried out in a timely and efficient manner

– Organizing and maintaining office supplies and equipment

– Assisting with billing and bookkeeping

– Generating reports and organizing data

Qualifications:-

– At least 2 years of experience in an administrative role

– Experience working in a fast paced environment

– Ability to multi-task

– Strong organizational skills –

Ability to generate reports and organize data

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

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