Jio Recruitment 2023 – +2Years Experience Required – Computer Operator Posts

Hiring organization
Jio

Date posted
March 23, 2023

Valid through
31.12.2025

APPLY NOW

Job Location
India
Remote work from: India

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Base Salary
Rs. 18,000 - Rs. 27,000

Qualifications
10th, 12th, Graduate

Employment Type
Full-time

Experience
+2Years Experience Required

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Description

Jio Recruitment 2023

The computer operator is responsible for the daily operation of the computers in the office. This includes starting and stopping the computers, loading programs, and monitoring the operation of the computers. The computer operator also maintains the computer files and directories.

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The computer operator is responsible for the upkeep and general functioning of the computers in the office. This includes installing software, troubleshooting hardware issues, and maintaining an up-to-date anti-virus program. The computer operator also monitors the network to identify and resolve any issues. In addition, the computer operator is responsible for creating and printing reports, spreadsheets, and other documents as needed.

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Jio Jobs For Freshers

Requirements:

-High school diploma or equivalent
-1-3 years of experience in a related field
-Familiar with Windows operating system and basic computer troubleshooting
-Knowledge of common software programs (Microsoft Office, Adobe)
-Strong attention to detail

Qualifications:

-Bachelor's degree in Accounting, Business Administration, or a related field
-At least 5 years of experience in Revenue Taxation
-Proficient in Microsoft Office Suite
-Knowledge of ProTax,Corporate Tax Pro, or a similar tax research software

Important Links **Find the Link in** Apply Now **Button**

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