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Jio Recruitment 2023 – Job Freshers – Program Administrator Posts

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
March 6, 2023

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Valid through
31.12.2025

Base Salary

Rs. 18,000 - Rs. 27,000

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Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Program Administrator is responsible for the day-to-day administrative and operational support of a specific program.

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This may include providing general program support to participants, coordinating and tracking program activities, maintaining program records, and providing clerical and administrative support to the program leadership.

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Jio Jobs For Freshers

Responsibilities:-

- General program support to participants (including coordination of meetings, provision of resources and materials, tracking of progress, respond to inquiries)
- Coordinating and tracking program activities
- Maintaining program records
- Providing clerical and administrative support to the program leadership

Qualifications:-

- High school diploma or equivalent
- At least 2 years of relevant experience supporting a program or related activities
- Demonstrated experience providing excellent customer service
- Strong organizational skills and attention to detail
- Ability to work independently and take initiative

Proficient in Microsoft Office

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