



<https://jobable.govhelp.in/job/jio-mart-recruitment-2024-all-india-jobs-administrator-post/>

Jio Mart Recruitment 2024 – All India Jobs – Administrator Post

Hiring organization
Jio Mart

Job Location

India
Remote work from: IND

Date posted
January 8, 2024

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Valid through
31.08.2024

Base Salary

USD 11,000 - USD 18,300

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Jio Mart Recruitment 2024

As a JioMart Administrator, you'll wear multiple hats, handling diverse tasks from customer support and data entry to order processing and vendor management. Your dedication and organizational skills will keep our engine running and ensure exceptional service for every JioMart customer.

Jio Mart Careers

Responsibilities:

- **Customer Care Hero:** Provide prompt and courteous assistance to customers via email, phone, and chat, resolving queries and concerns efficiently.
- **Data Accuracy Dynamo:** Manage and update customer and order data, ensuring accuracy and completeness of information.
- **Order Mastermind:** Process orders efficiently, ensuring timely delivery and addressing any discrepancies proactively.
- **Vendor Liaison:** Maintain positive relationships with vendors, coordinating deliveries and addressing any concerns.
- **Document Detective:** Manage and organize administrative documents, ensuring proper filing and easy retrieval.
- **Tech-Savvy Assistant:** Assist users with basic technical support on the JioMart platform and website.
- **Team Player:** Collaborate effectively with colleagues across departments to achieve common goals and contribute to a positive work environment.

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Jio Mart Jobs near me

Skills:

- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational and time management abilities.
- Proficient in computer applications like MS Office Suite (Word, Excel, PowerPoint).
- Detail-oriented and accurate, with a keen eye for mistakes.
- Problem-solving skills and the ability to handle multiple tasks simultaneously.
- Positive attitude and strong work ethic, always ready to help and go the extra mile.
- No prior experience required! We believe in potential and welcome enthusiastic individuals with a willingness to learn.

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

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