



<https://jobable.govhelp.in/job/jio-recruitment-2024-job-seeker-front-office-coordinator-post/>

Jio Recruitment 2024 – Job Seeker – Front Office Coordinator Post

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
January 2, 2024

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Valid through
31.08.2024

Base Salary

USD 10,800 - USD 17,900

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2024

As a Front Office Coordinator at Jio, you'll be the face of our company, playing a crucial role in creating a positive first impression for our customers. You'll handle a variety of tasks, from greeting visitors and managing appointments to providing administrative support and ensuring the smooth operation of the front office.

Jio Careers

Responsibilities:

- Welcome visitors and guests warmly and professionally.
- Direct and assist visitors to the appropriate personnel or departments.
- Schedule appointments and manage calendars effectively.
- Answer and respond to phone inquiries in a courteous and helpful manner.
- Maintain accurate records of visitor information and appointments.
- Process and handle office documents, including letters, emails, and faxes.
- Coordinate with other departments to ensure smooth workflow and information flow.
- Maintain a clean, organized, and professional front office environment.
- Uphold company policies and procedures at all times.

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Jio Jobs near me

Skills:

- Excellent communication and interpersonal skills, with a focus on active listening and problem-solving.
- Strong organizational and time management skills.
- Proficient in computer skills, including Microsoft Office Suite.
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Positive attitude and a genuine desire to help others.
- No prior experience required for freshers! We value your eagerness to learn and grow, and provide comprehensive training to equip you with the necessary skills.

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

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