



<https://govhelp.in/job/jio-recruitment-2023-jobs-near-me-virtual-assistant-post/>

## Jio Recruitment 2023 – Jobs Near Me – Virtual Assistant Post

### Job Location

India

Remote work from: India

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### Base Salary

Rs. 9,000 - Rs. 15,000

### Qualifications

12th, Graduate.

### Employment Type

Full-time

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**Hiring organization**

Jio

**Date posted**

January 25, 2023

**Valid through**

31.12.2025

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**Description****Jio Recruitment 2023**

The virtual assistant will provide administrative support to the CEO of a small business.

Jio Jobs Near Me

**Responsibilities:**

- Answer and direct phone calls
- Schedule and manage appointments
- Organize and maintain files
- Prepare reports and presentations

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Jio Work From Home Jobs

**Qualifications:**

- High school diploma
- Minimum two years of experience providing administrative support
- Strong interpersonal skills

Jio

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## Important Links

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

Fresher & Experienced can Upload your Resume/C.V for Various Posts.

Note: Upload C.V Must Require to [Click Here](#)

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**Note:** For Dream Job! Work From Home Jobs, Fresher Jobs - [Apply Here](#)

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Advertisement for job opportunities featuring logos of Cognizant, TCS, Harman, ICICI Bank, and Genpact, along with Monster.com and Foundit. The central graphic shows a woman and a man interacting with a large computer monitor displaying a 'Job search...' field and a 'NEED JOB' sign. The text 'FIND YOUR DREAM JOB' and 'GET STARTED' is visible, along with a large banner at the bottom that reads 'Various Work From Home Jobs'.

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