

## Jio Recruitment 2023 – Work From Home – Back Office Assistant Post

**Hiring organization**  
Jio

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

**Date posted**  
April 29, 2023

**Valid through**  
31.12.2025

### Base Salary

USD. 9,000 - USD. 17,000

**APPLY NOW**

### Qualifications

Graduate, 12th Pass.

### Employment Type

Full-time, Work From Home

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### Description

## Jio Recruitment 2023

The Back Office Assistant is responsible for performing a variety of administrative and clerical tasks in order to support the efficient operation of the company.

Jio Jobs Near Me

### Responsibilities:

- Manage and monitor front office email
- Provide administrative support to the team, including organizing meetings
- Schedule and track appointments
- Handle invoicing and other financial duties
- Maintain inventory of office supplies and equipment

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Jio Careers

### Qualifications:

- High school diploma
- At least 2 years of administrative experience
- Familiar with basic accounting principles

### Important Links

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

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