



<https://govhelp.in/job/jio-recruitment-2023-work-from-home-data-entry-cum-back-office-post/>

## Jio Recruitment 2023 – Work From Home – Data Entry Cum Back Office Post

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: India

**Date posted**  
February 4, 2023

**Valid through**  
31.12.2025

### Base Salary

USD. 9,000 - USD. 15,000

APPLY NOW

### Qualifications

12th, Graduate.

### Employment Type

Full-time, Work From Home

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### Description

## Jio Recruitment 2023

The Data Entry Cum Back Office will be responsible for entering data into the computer, and for other clerical duties as assigned.

Jio Jobs Near Me

### Responsibilities:

- Enter data into the computer system
- Verify the accuracy of data
- File and retrieve documents
- Prepare reports based on gathered data

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Jio Work From Home Jobs

### Qualifications:

- Basic computer skills
- Data entry skills
- Verbal and written communication skills
- Organizational skills

### Important Links

Find the Link in [Apply Now](#)

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