



<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

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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](#) Button

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