

<https://jobroll.govhelp.in/job/jio-recruitment-2023-all-india-jobs-customer-service-supervisor-post/>

Jio Recruitment 2023 – All India Jobs – Customer Service Supervisor Post

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
September 1, 2023

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Valid through
31.12.2023

Base Salary

USD 24,000 - USD 30,000

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Qualifications

12th Passed

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Customer Service Supervisor is responsible for overseeing and assisting the customer service team in the performance of their job duties. This includes responding to customer inquiries and resolving issues or complaints. The Customer Service Supervisor must also ensure that the team meets or exceeds all customer service metrics and objectives.

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Jio Careers

Responsibilities:

- Record all financial transactions in the general ledger
- Reconcile accounts on a monthly basis
- Prepare financial statements, including balance sheets, income statements, and cash flow statements
- Manage the general ledger
- Assist with tax compliance and other financial reporting requirements
- Provide financial support to other departments as needed

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Jio Jobs Near Me

Skills:

- Strong understanding of HR principles and practices
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to handle confidential information
- Proficiency in Microsoft Office Suite

Qualifications:

- Bachelor's degree in accounting or a related field
- 2+ years of experience in bookkeeping
- Strong understanding of accounting principles and procedures
- Excellent attention to detail
- Proficient in Microsoft Excel and other accounting software
- Ability to work independently and as part of a team

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