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Reliance Jobs Hiring For Experience Candidates – Jobs For Freshers – Back Office Assistant

Hiring organization
Reliance Industries Limited

Job Location

India
Remote work from: IND

Date posted
January 22, 2024

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Valid through
31.08.2024

Base Salary
USD 15 - USD 24

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Reliance Jobs Hiring For Experience Candidates

As a Back Office Assistant at Reliance, you'll be the silent symphony conductor, orchestrating a diverse range of tasks with precision and dedication. You'll handle everything from data entry and document management to communication support and administrative tasks. Your meticulous attention to detail, proactive approach, and collaborative spirit will be instrumental in keeping Reliance's back office humming, supporting critical operations across the company.

Reliance Jobs near me

Responsibilities:

- **Master of Data:** Ensure impeccable accuracy by handling data entry tasks across various systems, keeping information up-to-date and readily accessible.
- **Document Dynamo:** Organize and manage documents efficiently, creating filing systems and ensuring smooth retrieval of information for diverse departments.
- **Communication Champion:** Provide efficient administrative support, including scheduling meetings, managing travel arrangements, and handling internal and external communication channels.
- **Accuracy Guardian:** Conduct regular data audits and checks to identify and rectify discrepancies, maintaining data integrity and reliability.
- **Team Player Extraordinaire:** Foster a collaborative and supportive work environment, share knowledge with colleagues, and contribute to a

seamless back-office team.

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Reliance Careers

Skills:

- Strong organizational and time-management skills.
- Excellent attention to detail and a commitment to accuracy.
- Proficiency in computer skills and Microsoft Office Suite.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

Tags: Reliance , recruitment, job opportunities, career, hiring, job search, job application, Reliance careers, work at Reliance , job openings, job vacancies, job opportunities at Reliance , Reliance jobs, Reliance recruitment 2024, Reliance

Important Links

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

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