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Reliance Recruitment 2023-24 – Free Jobs Alerts – Office Executive Post

Hiring organization
Reliance Industries Limited

Job Location

India
Remote work from: IND

Date posted
December 27, 2023

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Valid through
31.08.2024

Base Salary

USD 21,000 - USD 25,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Reliance Recruitment 2023-24

As an Office Executive at Reliance, you'll be the engine of efficiency, playing a crucial role in keeping our offices running smoothly and supporting diverse teams in achieving their goals. From calendar management to document handling, your organizational skills and dedication will be essential in creating a productive and supportive work environment.

Reliance Jobs near me

Responsibilities:

- **Calendar Concierge:** Manage calendars, schedule meetings, book travel arrangements, and ensure everyone stays on top of their schedules.
- **Document Dynamo:** Process documents, maintain accurate records, and keep filing systems organized for easy access and retrieval.
- **Communication Champion:** Handle phone calls, emails, and visitor inquiries with professionalism and a smile, being the face of Reliance at every contact point.
- **Event Ace:** Assist with event planning and execution, ensuring smooth setup, coordination, and logistics for a successful outcome.
- **Tech-Savvy Supporter:** Utilize office technology efficiently, learn new systems quickly, and provide basic IT support to colleagues.

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Reliance Careers

Skills:

- Excellent organizational and time management skills, able to prioritize and handle multiple tasks efficiently.
- Strong communication and interpersonal skills, with a friendly and professional demeanor.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and other relevant software (preferred).

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

Detail oriented and meticulous, with a high level of accuracy and efficiency.

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