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Reliance Recruitment 2024 – Free Jobs Alerts – Back Office Assistant Post

Hiring organization
Reliance Industries Limited

Job Location

India
Remote work from: IND

Date posted
December 29, 2023

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Valid through
31.08.2024

Base Salary

USD 20,000 - USD 24,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Reliance Recruitment 2024

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.

Important Links Ability to work independently and as part of a team. **Find the Link in [Apply Now](#) Button**

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