



<https://targetjob.govhelp.in/job/reliance-recruitment-2024-free-jobs-alerts-back-office-executive-posts/>

## Reliance Recruitment 2024 – Free Jobs Alerts – Back Office Executive Posts

**Hiring organization**  
Reliance Industries Limited

### Job Location

India  
Remote work from: IND

**Date posted**  
January 11, 2024

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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

Reliance Industries Limited (RIL), a leader across various sectors like energy, petrochemicals, retail, and telecom, is seeking a detail-oriented and efficient Back Office Executive to join our vibrant team. In this vital role, you'll be the engine room of our operations, ensuring smooth administrative and financial processes, and contributing to Reliance's continued success.

### Reliance Jobs near me

### Responsibilities:

- **Streamline administrative tasks:**
  - Manage document flow, filing, and recordkeeping efficiently.
  - Prepare reports and presentations with accuracy and clarity.
  - Handle scheduling, travel arrangements, and other logistical needs for assigned departments.
- **Support financial operations:**
  - Process invoices and payments accurately and timely.
  - Assist with data entry, reconciliation, and other financial tasks.
  - Maintain petty cash and expense accounts with meticulous organization.
- **Foster a positive and collaborative environment:**
  - Provide exceptional customer service to internal stakeholders.
  - Proactively identify and resolve administrative challenges.
  - Collaborate effectively with colleagues across different departments.

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## Reliance Careers

### Skills:

- Excellent organizational and time management skills.
- Strong attention to detail and accuracy in data handling.
- Proficient in Microsoft Office Suite and other relevant software applications.
- Effective communication and interpersonal skills.

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

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