

Reliance Recruitment 2023 – Freshers Jobs – Back Office Executive Posts

Hiring organization
Reliance Industries

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
January 24, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 15,000

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Reliance Industries Recruitment 2023

The Back Office Executive is responsible for all the back-end operations in the company.

Jobs Near Me

Responsibilities:

- Enter data into company databases
- Maintain accurate records of all company transactions
- Prepare reports and other documentation as required

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Reliance Industries Careers

Skills:

- Proven experience in data entry and records management
- Strong knowledge of Microsoft Office Suite
- Excellent customer service skills

Important Links

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

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