



<https://jobtalent.jobcitylive.com/job/reliance-recruitment-2023-freshers-jobs-office-executive-posts/>

## Reliance Recruitment 2023 – Freshers Jobs – Office Executive Posts

**Hiring organization**  
Reliance Industries Limited

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

**Date posted**  
February 3, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 12,000 - Rs. 15,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Reliance Industries Limited Recruitment 2023

The role of the Office Executive is to provide general secretarial and administrative support to the organisation.

### Jobs Near Me

- Provide general secretarial and administrative support to the organisation
- Manage and co-ordinate the administration of the office
- Organise meetings and appointments
- Prepare correspondence and reports

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### Reliance Industries Limited Careers

Excellent written and verbal communication skills

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

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