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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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