



<https://jobable.govhelp.in/job/hpcl-careers-job-search-job-opportunities-for-back-office-assistant/>

## HPCL Careers – Job Search – Job Opportunities For Back Office Assistant

**Hiring organization**  
Hindustan Petroleum

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

### Date posted

March 23, 2024

### Valid through

31.12.2024

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### Base Salary

USD 14 - USD 23

### Qualifications

Graduate, Post Graduate

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### Employment Type

Full-time

### Description

## HPCL Recruitment 2024

HPCL, a Fortune 500 company and leading player in the Indian oil and gas sector, is seeking a highly organized and detail-oriented individual to join our team as a Back Office Assistant. In this role, you will play a vital part in ensuring the smooth operation of our back-office functions, providing exceptional support to our team members.

### HPCL Jobs Near Me

This is an excellent opportunity for individuals looking to build a career in a dynamic and fast-paced environment. HPCL offers a competitive compensation package, a positive work culture, and the chance to contribute to the success of a leading national organization.

### Summary

The Back Office Assistant is responsible for providing comprehensive administrative and operational support to our team. You will handle a variety of tasks, including scheduling appointments, managing calendars, processing invoices, and maintaining accurate records. We are searching for a reliable and proactive individual with excellent organizational skills, a strong work ethic, and the ability to thrive in a collaborative environment.

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### **Key Responsibilities**

- Manage and maintain departmental calendars, scheduling appointments and meetings for team members.
- Process invoices, purchase orders, and other financial documents in a timely and accurate manner.
- Prepare presentations, reports, and other documents as required.
- Maintain accurate filing systems and ensure the proper organization of electronic and physical documents.
- Respond to inquiries from colleagues and external contacts in a professional and courteous manner.
- Order and maintain office supplies and equipment inventory.
- Assist with travel arrangements for team members.
- Perform other administrative duties as assigned.

### **Required Skills and Qualifications**

- Minimum of a diploma in secretarial practice or a relevant field (or equivalent experience).
- Strong organizational skills and the ability to prioritize multiple tasks.
- Excellent communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Strong attention to detail and a commitment to accuracy.
- Ability to learn new software and procedures quickly.

### **Experience**

- Experience as a Back Office Assistant or a similar administrative role is preferred.

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### **Why Join HPCL ?**

HPCL offers a competitive compensation package that includes a base salary, performance-based bonuses, and a comprehensive benefits package. You will also enjoy a work environment that fosters professional growth and development. HPCL is committed to its employees and provides opportunities for training and advancement. Here are some additional benefits of working at HPCL:

- A positive and collaborative work culture
- Opportunities for professional development and training
- Competitive salary and benefits package
- Job security with a leading national organization
- The chance to make a real impact in the energy sector

### **Application Process**

Interested candidates should submit their resume and a cover letter online through our careers portal.

### **Motivate to Join**

If you are a highly organized and motivated individual with a strong work ethic, we encourage you to apply. This is an excellent opportunity to build a rewarding career with a leading company in the Indian oil and gas sector.

**Join HPCL and be a part of our success story!**

### **General Overview**

In conclusion, the Back Office Assistant role at HPCL is a great opportunity for individuals seeking a challenging and rewarding career in a dynamic environment. If you are a highly organized, detail-oriented, and self-motivated individual with a strong work ethic, we encourage you to apply.

**HPCL is an equal opportunity employer and values diversity at our workplace. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.**

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**Important Links**

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

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