

Back Office Assistant

Job Location

Borivali East, 400066, Mumbai, Maharashtra, India

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Base Salary

USD 15,000 - USD 18,000

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Pidilite Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to Pidilite's employees and customers.

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Pidilite Jobs Near Me

Responsibilities:

- Answer phones and respond to emails in a timely and professional manner.
- Schedule appointments and keep track of calendars.
- File and organize documents in a systematic and efficient manner.
- Provide customer service to Pidilite's employees and customers.
- Other administrative duties as assigned.

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Pidilite Careers

Requirements:

- Excellent communication skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

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

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Hiring organization

Pidilite

Date posted

July 3, 2023

Valid through

31.12.2023

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