

Office Clerk – Pidilite Careers 2023 In Bangalore, Aranya Bhavan

Hiring organization
Pidilite

Job Location

Aranya Bhavan, 560003, Bangalore, Karnataka, India

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Base Salary

USD 12,500 - USD 18,000

Qualifications

12th/Graduate

Employment Type

Full-time

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Date posted

June 2, 2023

Valid through

31.12.2023

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Description

Pidilite Recruitment 2023

Job Title: Office Clerk

Company: Pidilite

Location: Bangalore, Aranya Bhavan

Job Description:

Pidilite, a leading consumer products company, is seeking a detail-oriented and organized individual to join our team as an Office Clerk. As an Office Clerk at Pidilite, you will play a crucial role in ensuring the smooth functioning of office operations by performing various administrative and clerical tasks. This is an excellent opportunity for individuals who thrive in a fast-paced environment and possess strong organizational skills.

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Pidilite Jobs Near Me

Responsibilities:

- Administrative Support:** Provide general administrative support to the office by handling incoming calls, managing emails, and responding to inquiries. Assist in maintaining office supplies and inventory, ensuring adequate stock levels. Coordinate meetings and appointments, schedule conference rooms, and prepare meeting agendas. Assist in preparing reports, presentations, and other documents as required.
- Documentation and Filing:** Maintain accurate and organized physical and electronic filing systems. Sort and distribute incoming mail and prepare outgoing mail, including courier packages. Handle confidential and sensitive

documents with the utmost discretion. Assist in managing and updating databases, records, and spreadsheets.

3. **Data Entry and Record-Keeping:** Accurately enter data into relevant systems or databases. Update and maintain records, ensuring completeness and accuracy. Perform data verification and quality checks to ensure data integrity. Assist in generating reports and extracting data as required. Collaborate with team members to streamline data entry processes and improve efficiency.
4. **Office Coordination:** Support office coordination activities, including managing schedules, coordinating appointments, and organizing travel arrangements. Assist in arranging logistics for meetings, conferences, and events. Collaborate with internal teams and external stakeholders to facilitate smooth communication and workflow. Assist in coordinating office maintenance and repairs.

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Pidilite Careers

Requirements:

- High school diploma or equivalent.
- Proven experience in office administration or clerical roles is preferred but not mandatory.
- Strong organizational and time management skills.
- Attention to detail and a high level of accuracy in work.
- Proficiency in using office productivity software, such as MS Office.
- Excellent written and verbal communication skills.
- Ability to multitask and prioritize tasks effectively.
- Strong problem-solving and analytical abilities.
- Proactive and self-motivated with a sense of ownership.
- Ability to maintain confidentiality and handle sensitive information.
- Strong interpersonal skills and the ability to work well in a team.

Important Links

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

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