

## Pidilite Careers 2023 – 2+ Years Exp – Job Alert – Free Job Alert – Back Office Staff Post

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work possible

**Date posted**  
May 19, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

#### Pidilite Recruitment 2023

Pidilite Industries Limited, a leading manufacturer of adhesives, sealants, and construction chemicals, is seeking dedicated and efficient individuals to join our team as Back Office Staff. As a Back Office Staff member, you will play a crucial role in providing administrative support, ensuring smooth operations, and contributing to the overall efficiency of our organization.

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#### Pidilite Jobs Near Me

#### Responsibilities:

1. Handle day-to-day administrative tasks, including data entry, document management, and record-keeping, to ensure accurate and organized information.
2. Assist in coordinating and scheduling meetings, managing calendars, and making travel arrangements for team members when required.
3. Collaborate with cross-functional teams and departments to facilitate smooth communication and timely execution of tasks.

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#### Pidilite Careers

#### Requirements:

1. Strong organizational and multitasking abilities, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
2. Proficiency in using office software and tools, including Microsoft Office suite (Word, Excel, PowerPoint), email clients, and internet research.
3. Excellent communication skills, both written and verbal, with a keen eye for details and accuracy.

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

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