

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

Hiring organization
Pidilite

Job Location

India
Remote work from: India

Date posted
May 16, 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

We are currently seeking dedicated and enthusiastic individuals to join our team as Office Staff at Pidilite. As an Office Staff member, you will play a crucial role in providing essential administrative support to ensure the smooth operation of our office. The ideal candidate will possess excellent organizational skills, attention to detail, and a positive attitude.

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Pidilite Jobs Near Me

Responsibilities:

1. Assist with various administrative tasks such as answering phone calls, managing emails, and handling correspondence
2. Maintain and update office records, files, and databases
3. Coordinate and schedule appointments, meetings, and travel arrangements for team members

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Pidilite Careers

Requirements:

1. Strong organizational and time management abilities
2. Excellent written and verbal communication skills

3. Proficiency in using office software and equipment
Important Links Find the Link in [Apply Now](#) Button

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