

Pidilite Careers 2023 – 2+ Years Exp – Jobs Alert – Back Office Staff Posts

Hiring organization
Pidilite

Job Location

India
Remote work possible

Date posted
May 18, 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, a leading consumer products company, is seeking dedicated and detail-oriented individuals to join our team as Back Office Staff. As a Back Office Staff member, you will provide crucial support to ensure the smooth functioning of our administrative processes. Your strong organizational skills, attention to detail, and ability to handle data and documents accurately will contribute to maintaining efficient back office operations.

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Pidilite Jobs Near Me

Responsibilities:

1. Data Entry and Documentation: Accurately enter and update data into the company's systems and databases. Maintain records and files in a well-organized manner for easy retrieval. Verify and validate data to ensure accuracy and completeness. Assist in generating reports and preparing documents as required.
2. Administrative Support: Provide general administrative support to the team, including managing incoming and outgoing correspondence, scheduling appointments, coordinating meetings, and making travel arrangements. Assist in preparing presentations, reports, and other documents. Handle office supplies inventory and ensure timely procurement.
3. Process Improvement: Identify opportunities for process improvement and efficiency in back office operations. Propose and implement solutions to

streamline workflows, enhance data management, and improve overall productivity. Collaborate with team members and other departments to implement best practices and contribute to continuous improvement initiatives.

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Pidilite Careers

Requirements:

1. **Organizational Skills:** Strong organizational and time management skills to handle multiple tasks, prioritize workload, and meet deadlines. Attention to detail to ensure accuracy in data entry and documentation. Ability to maintain confidentiality and handle sensitive information with discretion.
2. **Computer Proficiency:** Proficient in using MS Office applications (Word, Excel, PowerPoint, Outlook) and other relevant software. Familiarity with data entry processes and basic data analysis. Quick learner and adaptability to new software and tools. Basic knowledge of database management systems is a plus.
3. **Communication and Teamwork:** Good written and verbal communication skills to interact with colleagues and stakeholders. Ability to work collaboratively as part of a team and effectively contribute to achieving team goals. Strong problem-solving skills and the ability to take initiative and work independently.

Important Links

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

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