Pidilite Careers 2023 – All India Jobs – Data Entry Assistant Posts

Hiring organization
Pidilite

Job Location
India
Remote work from: IND

Date posted
September 13, 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

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Description

Pidilite Recruitment 2023

The Data Entry Assistant is responsible for entering data into Pidilite's computer systems. This includes data from invoices, orders, and other documents. The Data Entry Assistant must also be able to proofread and correct data as needed.

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Pidilite Jobs Near Me

Responsibilities:

- Enter data into computer systems
- Proofread and correct data
- Maintain data records
- Follow established procedures and guidelines
- Resolve data entry errors

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Pidilite Careers

Requirements:

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Attention to detail
- Accuracy
- Ability to work independently and as part of a team

Important Links **Find the Link in Apply Now Button**

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