Pidilite Careers 2023 – All India Jobs – Data Entry Jobs

Job Location
India
Remote work from: IND

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Base Salary
USD 15,000 - USD 18,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Pidilite Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to the Pidilite back office team. The ideal candidate will be a highly organized and efficient individual with excellent communication and customer service skills.

Responsibilities:

- Receive and process incoming mail and correspondence
- File and maintain documents
- Coordinate with other departments to ensure smooth workflow
- Prepare reports and presentations
- Other duties as assigned

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Skills:

- Excellent communication skills, both verbal and written
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic knowledge of back-office operations

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

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Hiring organization
Pidilite

Date posted
September 19, 2023

Valid through
31.12.2023

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