

## Pidilite Careers 2023 – All India Jobs – Office Staff Job

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
September 14, 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

Pidilite is looking for a motivated and organized Office Staff to join our team. The ideal candidate will be able to perform a variety of administrative and clerical tasks to support the smooth running of our office. This is a great opportunity for a recent graduate to gain valuable experience in a fast-paced and dynamic environment.

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#### Pidilite Jobs Near Me

#### Responsibilities:

- Manage and track incoming and outgoing correspondence
- Process and generate reports on office operations
- Coordinate with other departments to ensure timely and accurate completion of tasks
- Assist with special projects and initiatives
- Other duties as assigned

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#### Pidilite Careers

#### Requirements:

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Attention to detail and accuracy
- Proficiency in Microsoft Office Suite

## Important Links

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

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