

Pidilite Careers 2023 – Fast Job – Back Office Coordinator Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted

September 23, 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

We are looking for a highly motivated and organized Back Office Coordinator to join our team. The ideal candidate will have experience in back office operations, as well as strong attention to detail and accuracy. They will also be proficient in using a variety of software and systems.

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Responsibilities:

- Coordinate the activities of the back office team
- Ensure that all back-office processes are efficient and effective
- Manage the flow of information between different departments
- Resolve back office problems and issues
- Maintain back office records and documentation

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Pidilite Careers

Requirements:

- Strong attention to detail and accuracy
- Proficient in using a variety of software and systems
- Excellent communication skills, both verbal and written
- Ability to work independently and as part of a team

Ability to meet deadlines

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

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