

Pidilite Careers 2023 – Fast Job – Back Office Executive Post

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
June 28, 2023

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Valid through
31.12.2023

Base Salary

USD 13,100 - 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 motivated and experienced Back Office Executive to join our team. The ideal candidate will have a strong understanding of back-office operations and will be able to provide administrative support to the operations team.

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Pidilite Jobs Near Me

Responsibilities:

- Process invoices
- Maintain customer records
- Handle customer queries
- Prepare reports
- Other administrative tasks as assigned

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Pidilite Careers

Requirements:

- Strong understanding of back office operations
- Excellent attention to detail
- Ability to work independently and as part of a team
- Excellent communication skills

Proficiency in Microsoft Office Suite

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

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