

## Pidilite Careers 2023 – Free Job Alerts – Back Office Coordinator Jobs

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
September 15, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 18,000

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### 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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#### Pidilite Jobs Near Me

#### 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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