

## Pidilite Careers 2023 – Free Job Alerts – Office Staff Job

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
October 6, 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

The Office Staff is responsible for providing administrative and support services to Pidilite's employees. This includes tasks such as answering phones, greeting visitors, managing calendars and schedules, processing paperwork, and maintaining office supplies. The Office Staff must be organized, efficient, and have a strong attention to detail.

### Responsibilities:

- Answer and direct phone calls
- Greet and assist visitors
- Manage calendars and schedules for Pidilite's employees
- Process paperwork, such as invoices, purchase orders, and employee records
- Maintain office supplies and equipment
- Provide other administrative and support services as needed

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### Skills:

- Excellent customer service skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

### Important Links

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

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