

Pidilite Careers 2023 - Freshers Jobs - Sales Assistant Posts

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
September 29, 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 Sales Assistant is responsible for supporting the sales team in the day-to-day operations of the sales department. This includes tasks such as processing orders, generating reports, and providing customer support.

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Pidilite Jobs Near Me

Responsibilities:

- Process sales orders and invoices.
- Generate sales reports and analysis.
- Provide customer support and answer inquiries.
- Maintain inventory levels and track shipments.
- Other duties as assigned.

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Pidilite Careers

Requirements:

- Strong organizational and time management skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent communication and customer service skills.
- Ability to work independently and as part of a team.

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

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