

Pidilite Careers 2023 – Job Alert – Back Office Staff Posts

Hiring organization

Pidilite

Job Location

India

Remote work from: Brazil

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Base Salary

USD 15,000 - USD 18,000

Date posted

May 29, 2023

Valid through

31.12.2023

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Pidilite Recruitment 2023

Join our team at Pidilite as a Back Office Staff and play a crucial role in supporting the administrative and operational functions of our company. In this role, you will be responsible for a range of administrative tasks and ensure the efficient flow of information and documentation within the organization. We are looking for motivated individuals with excellent organizational skills and a commitment to maintaining the highest standards of accuracy and efficiency.

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Pidilite Jobs Near Me

Responsibilities:

- Maintain accurate and up-to-date records of various documents, files, and databases.
- Ensure the confidentiality and integrity of sensitive information and handle it with utmost professionalism.
- Assist in managing day-to-day administrative tasks, such as scheduling appointments, coordinating meetings, and arranging travel arrangements.
- Prepare and distribute internal memos, reports, and other documents as required.
- Coordinate with different departments and teams to facilitate smooth communication and collaboration.
- Assist in organizing and coordinating events, meetings, and conferences.

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Pidilite Careers

Requirements:

- Strong attention to detail and accuracy in handling data and documentation.
- Proficient computer skills, including knowledge of MS Office (Word, Excel, PowerPoint) and other relevant software.
- Excellent organizational and time management skills to prioritize tasks and meet deadlines.
- Effective communication skills, both written and verbal.
- Ability to work independently as well as part of a team and collaborate with colleagues at all levels.
- Basic knowledge of office equipment and systems, such as printers, scanners, and telephone systems.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.

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

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