

Pidilite Careers 2023 – Job Alert – Office Executive 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

June 19, 2023

Valid through

31.12.2023

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Pidilite Recruitment 2023

As an Office Executive at Pidilite, you will be responsible for providing administrative support to the company's operations. This includes tasks such as data entry, customer service, and order processing. You will also be responsible for maintaining records and files, and providing support to other departments as needed.

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Pidilite Jobs Near Me

Responsibilities:

- Provide administrative support to the company's operations
- Enter data into the company's systems
- Provide customer service to customers and partners
- Process orders
- Maintain records and files
- Provide support to other departments as needed

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Pidilite Careers

Requirements:

- Strong organizational skills
- Excellent communication skills
- Ability to work independently and as part of a team
- Ability to meet deadlines under pressure

Proficiency in Microsoft Office Suite
Important Links Find the Link in [Apply Now](#) Button

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