

Pidilite Careers 2023 – Job Alert – Office Staff Post

Job Location

India

Remote work from: Brazil

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Base Salary

USD 15,000 - USD 18,000

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Pidilite Recruitment 2023

Pidilite is a leading manufacturer of adhesives, sealants, and construction chemicals, dedicated to delivering innovative and high-quality solutions to our customers. We are currently seeking dedicated and organized Office Staff to join our dynamic team. As an Office Staff member, you will play a vital role in providing administrative support and maintaining the smooth operation of our office.

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Pidilite Jobs Near Me

Responsibilities:

1. Administrative Support: Assist with general office duties, including managing incoming and outgoing correspondence, organizing files and documents, scheduling appointments, and maintaining office supplies. Coordinate and schedule meetings, conferences, and travel arrangements for team members as required.
2. Communication and Correspondence: Serve as a point of contact for internal and external stakeholders, answering phone calls, responding to emails, and addressing inquiries or redirecting them to the appropriate department. Draft, proofread, and edit various documents, including memos, reports, and presentations.
3. Recordkeeping and Data Entry: Maintain accurate records and databases, ensuring the timely and precise entry of information. Update and maintain employee records, attendance records, and other relevant documentation. Assist in the preparation and distribution of periodic reports.

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Pidilite Careers

Hiring organization

Pidilite

Date posted

June 3, 2023

Valid through

31.12.2023

APPLY NOW

Requirements:

1. Strong Organizational Skills: Excellent organizational and multitasking abilities to manage multiple tasks and priorities in a fast-paced environment. Attention to detail and the ability to maintain accurate records and files are essential.
2. Communication Skills: Effective written and verbal communication skills to interact with team members and external stakeholders in a professional and courteous manner. Proficiency in English language skills is required.
3. Computer Literacy: Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint) and other office software applications. Familiarity with office equipment, such as printers, scanners, and photocopier machines.

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

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