Pidilite Careers 2023 - Job Alerts - Data Entry Executive Post

Job Location

India

Remote work from: IND

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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

The Data Entry Executive is responsible for entering and maintaining data in Pidilite's systems. This includes data from customer orders, product inventory, and financial transactions. The ideal candidate will be accurate, detail-oriented, and have a strong typing speed.

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Responsibilities:

- •
- Enter and maintain data in a variety of systems
- · Verify the accuracy of data
- Resolve data entry errors
- · Create and maintain data entry reports
- Other data entry-related tasks as assigned

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Pidilite Careers

Requirements:

- · Excellent typing speed
- · Accuracy and attention to detail
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team

Hiring organization

Pidilite

Date posted

August 4, 2023

Valid through

31.12.2023

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