

<https://jobfever.govhelp.in/job/pidilite-careers-2023-job-alerts-office-staff-job/>

Pidilite Careers 2023 – Job Alerts – Office Staff Job

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 Office Staff is responsible for providing administrative and support services to Pidilite's employees. This includes tasks such as answering phones, greeting visitors, managing calendars and schedules, processing paperwork, and maintaining office supplies. The Office Staff must be organized, efficient, and have a strong attention to detail.

Responsibilities:

- Answer and direct phone calls
- Greet and assist visitors
- Manage calendars and schedules for Pidilite's employees
- Process paperwork, such as invoices, purchase orders, and employee records
- Maintain office supplies and equipment
- Provide other administrative and support services as needed

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Skills:

- Excellent customer service skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Important Links

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

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Hiring organization

Pidilite

Date posted

September 21, 2023

Valid through

31.12.2023

APPLY NOW

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