

<https://jobfever.govhelp.in/job/pidilite-careers-2023-job-near-me-office-executive-job/>

## Pidilite Careers 2023 - Job Near Me - Office Executive Job

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
August 31, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Pidilite Recruitment 2023

The Office Executive is responsible for providing administrative support to the Pidilite office. This includes tasks such as managing office supplies, filing paperwork, answering phone calls, and scheduling appointments.

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#### Pidilite Jobs Near Me

#### Responsibilities:

- Manage office supplies and inventory.
- File paperwork and keep records organized.
- Answer phone calls and respond to emails.
- Schedule appointments and meetings.
- Other duties as assigned.

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#### Pidilite Careers

#### Requirements:

- Excellent organizational and time management skills.
- Strong attention to detail.
- Proficient in Microsoft Office Suite.

Good communication and interpersonal skills

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

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