

Pidilite Careers 2023 – Jobs Alert – Back Office Assistant Jobs

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
June 30, 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 Back Office Assistant is responsible for providing administrative support to Pidilite's employees and customers.

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Pidilite Jobs Near Me

Responsibilities:

- Answer phones and respond to emails in a timely and professional manner.
- Schedule appointments and keep track of calendars.
- File and organize documents in a systematic and efficient manner.
- Provide customer service to Pidilite's employees and customers.
- Other administrative duties as assigned.

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Pidilite Careers

Requirements:

- Excellent communication skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

Important Links and professional demeanor.

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

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