

Pidilite Careers 2023 – Jobs Alert – Back Office Assistant Post

Hiring organization
Pidilite

Job Location

India
Remote work from: Brazil

Date posted
June 17, 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

We are seeking a diligent and detail-oriented individual to join our team as a Back Office Assistant at Pidilite. As a Back Office Assistant, you will play a crucial role in supporting the smooth operations of our organization by handling administrative and clerical tasks. Your strong organizational skills, attention to detail, and ability to work with data will contribute to the efficiency and effectiveness of our back-office functions.

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Pidilite Jobs Near Me

Responsibilities:

- Accurately enter and maintain data in our computer systems and databases.
- Prepare and organize documents, reports, and other paperwork.
- Ensure the integrity and confidentiality of data and documents.
- Maintain records of incoming and outgoing correspondence, files, and documents.
- Organize and manage physical and electronic files for easy retrieval.
- Assist in inventory management, including stock tracking and reconciliation.
- Provide general administrative support to the team, such as scheduling meetings, managing calendars, and making travel arrangements.
- Assist in preparing presentations, reports, and other documents.
- Respond to internal and external inquiries in a timely and professional manner.

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Pidilite Careers

Requirements:

- Strong attention to detail and accuracy in data entry and record-keeping.
- Proficient in using computer systems and MS Office applications.
- Excellent organizational and time management skills.
- Strong verbal and written communication skills.
- Ability to work independently and collaborate effectively with a team.
- Knowledge of office equipment and basic troubleshooting skills.
- Familiarity with administrative procedures and practices.

Important Links Responsibility for confidentiality and ability to handle sensitive information **Find the Link in [Apply Now](#) Button**

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