

Pidilite Careers 2023 – Jobs Alert – Back Office Executive Post

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
June 29, 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

Pidilite is looking for a Back Office Executive to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills. The Back Office Executive will be responsible for a variety of tasks, including data entry, customer support, and administrative work.

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Pidilite Jobs Near Me

Responsibilities:

- Enter and maintain customer data in our CRM system
- Respond to customer inquiries and complaints in a timely and professional manner
- Process orders and payments
- Prepare reports and presentations
- Other administrative tasks as assigned

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Pidilite Careers

Requirements:

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

Important Links

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

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