Pidilite Careers 2023 – Jobs Alert – Back Office Staff Post

Hiring organization
Pidilite

Job Location
India
Remote work from: Brazil

Date posted
June 3, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary
USD 15,000 - USD 18,000

APPLY NOW

Qualifications
12th/Graduate

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Pidilite Recruitment 2023

Pidilite is a renowned consumer products company with a diverse portfolio of brands across various industries. With a commitment to excellence and innovation, we aim to provide high-quality products and exceptional customer service. As a Back Office Staff at Pidilite, you will play a vital role in supporting the smooth operations of the back-office functions, ensuring efficient administrative processes and contributing to the overall success of the organization.

(adsbygoogle = window.adsbygoogle || []).push({});

Pidilite Jobs Near Me

Responsibilities:

- Accurately enter and maintain data in various systems and databases, ensuring data integrity and confidentiality.
- Prepare and maintain documents, reports, and records, both electronic and physical, in an organized manner.
- Provide general administrative support, including handling phone calls, managing emails, and responding to inquiries.
- Assist in scheduling meetings, coordinating appointments, and maintaining calendars for team members.
- Collaborate with internal teams to facilitate seamless communication and coordination of tasks and projects.
- Assist in coordinating logistics for events, meetings, and travel arrangements, ensuring smooth operations.

(adsbygoogle = window.adsbygoogle || []).push({});

Pidilite Careers

Requirements:

- Strong attention to detail and accuracy in data entry and documentation.
- Proficiency in using computer applications and office software, such as MS Office (Word, Excel, PowerPoint) and data entry systems.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Good written and verbal communication skills, with the ability to effectively interact with team members and external stakeholders.
- Strong problem-solving and multitasking abilities, with a proactive approach to resolving issues.
- Ability to maintain confidentiality of sensitive information and exhibit professionalism in handling sensitive matters.

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});