Pidilite Careers 2023 – Jobs Alert – Office Staff Posts

Hiring organization
Pidilite

Job Location
India
Remote work from: Brazil

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Date posted
June 8, 2023

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 seeking dedicated individuals to join our team as Office Staff. As an Office Staff member, you will play a vital role in supporting various administrative tasks and ensuring the efficient operation of our office. We are seeking individuals who are detail-oriented, organized and possess strong communication skills.

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Pidilite Jobs Near Me

Responsibilities:

- Assist in managing office operations by handling tasks such as filing, record keeping, and data entry.
- Coordinate and schedule meetings, appointments, and travel arrangements.
- Prepare and maintain reports, spreadsheets, and other documents as required.
- Assist in drafting and proofreading correspondence, memos, and other official documents.
- Maintain office supplies inventory, anticipating needs and placing orders when necessary.
- Coordinate with vendors and service providers for office maintenance and repairs.

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Pidilite Careers

Requirements:

- Strong organizational skills and attention to detail to effectively handle administrative tasks.
- Excellent verbal and written communication skills.
- Proficient computer skills, including knowledge of MS Office applications.
- Ability to prioritize tasks and manage time effectively.
- Strong interpersonal skills to work well with colleagues and external contacts.
- Basic knowledge of office equipment and systems.

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

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