

## Pidilite Careers 2023 – Jobs Alerts – Back Office Assistant Jobs

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
July 12, 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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