Pidilite Careers 2023 – Jobs Alerts – Data Entry Job

Hiring organization
Pidilite

Job Location
India
Remote work from: IND

Date posted
September 26, 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 the Pidilite back office team. The ideal candidate will be a highly organized and efficient individual with excellent communication and customer service skills.

Responsibilities:

- Receive and process incoming mail and correspondence
- File and maintain documents
- Coordinate with other departments to ensure smooth workflow
- Prepare reports and presentations
- Other duties as assigned

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Skills:

- Excellent communication skills, both verbal and written
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic knowledge of back-office operations

Important Links   **Find the Link in Apply Now Button**

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