

Pidilite Careers 2023 – Jobs For Freshers – Back Office Assistant Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
August 24, 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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