

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

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
August 10, 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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