

## Pidilite Careers 2023 – Jobs For freshers – Office Staff Job

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 15,000 - USD 18,000

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## Pidilite Recruitment 2023

Pidilite is looking for a highly organized and detail-oriented Office Staff to join our General Administration team. As an Office Staff, you will be responsible for providing administrative support to our team members and managing our office operations. You will also be responsible for interacting with customers and vendors, and for coordinating with other departments to ensure that all operations run smoothly.

### Responsibilities:

- Provide administrative support to team members, such as preparing presentations and managing correspondence
- Manage office operations, such as scheduling meetings, ordering supplies, and maintaining office equipment
- Interact with customers and vendors to answer inquiries and resolve issues
- Coordinate with other departments to ensure smooth operations
- Perform other administrative tasks as needed

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### Skills:

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Proficiency in Microsoft Office Suite

### Hiring organization

Pidilite

### Date posted

September 22, 2023

### Valid through

31.12.2023

APPLY NOW

## Important Links

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

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