

Pidilite Careers 2023 – Jobs Near Me – Back Office Assistant Posts

Hiring organization
Pidilite

Job Location

India
Remote work from: Brazil

Date posted
July 21, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Pidilite Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to the Pidilite office.

(adsbygoogle = window.adsbygoogle || []).push({});

Pidilite Jobs Near Me

Responsibilities:

- Answer phones and respond to emails in a professional and timely manner
- Schedule appointments and meetings for employees and guests
- Prepare presentations and reports using Microsoft Office Suite
- File and organize documents in a systematic manner
- Other administrative tasks as assigned by the Office Manager

(adsbygoogle = window.adsbygoogle || []).push({});

Pidilite Careers

Requirements:

- Excellent communication skills, both verbal and written
- Strong organizational skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Important Links [Attention to detail](#)

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

(adsbygoogle = window.adsbygoogle || []).push({});

```
(adsbygoogle = window.adsbygoogle || []).push({});
```