

Pidilite Careers 2023 – Jobs Near Me – Office Assistant Post

Hiring organization
Pidilite

Job Location

India
Remote work from: Brazil

Date posted
June 28, 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

Pidilite is looking for an office assistant to join our team. The ideal candidate will be a reliable and organized individual with excellent communication and customer service skills.

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Pidilite Jobs Near Me

Responsibilities:

- Answering phones and responding to emails.
- Greeting and directing visitors.
- Preparing and distributing meeting materials.
- Filing and organizing paperwork.
- Ordering office supplies.
- Other administrative tasks as assigned.

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Pidilite Careers

Requirements:

- Excellent communication and customer service skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

Important Links [Attention to detail.](#)

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

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