

Pidilite Careers 2023 – Jobs Near Me – Office Assistant Posts

Hiring organization
Pidilite

Job Location

India
Remote work from: Brazil

Date posted
June 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

Pidilite Industries, a leading manufacturer of adhesives, sealants, and construction chemicals, is seeking a dedicated and organized Office Assistant to join our team. As an Office Assistant, you will provide vital support to the smooth functioning of our office operations. This is an excellent opportunity for individuals who are detail-oriented, possess strong organizational skills, and are eager to contribute to the success of a renowned company.

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Pidilite Jobs Near Me

Responsibilities:

1. Administrative support: As an Office Assistant, you will be responsible for providing administrative support to various departments within the organization. This includes managing phone calls, emails, and other correspondence, scheduling appointments and meetings, maintaining office supplies, and organizing office documentation. Your efficiency and attention to detail will ensure that administrative tasks are completed accurately and in a timely manner.
2. Data entry and record-keeping: You will assist in data entry tasks, ensuring the accuracy and integrity of information entered into the company's systems. Additionally, you will be responsible for maintaining and organizing physical and digital records, such as employee records, invoices, and contracts. Your ability to maintain confidentiality and handle sensitive information with discretion will be crucial in this role.
3. Office maintenance and coordination: You will play a vital role in maintaining the cleanliness and organization of the office space. This includes monitoring and replenishing office supplies, coordinating with vendors for

maintenance and repairs, and assisting with facilities-related tasks. You will also support the coordination of office events and meetings, ensuring all necessary arrangements are made.

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Pidilite Careers

Requirements:

- Strong organizational skills and attention to detail to manage multiple tasks efficiently.
- Excellent communication skills, both written and verbal.
- Proficiency in using MS Office applications (Word, Excel, PowerPoint).
- Ability to prioritize tasks and work independently.
- Strong problem-solving abilities and ability to adapt to changing situations.

Important Links

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

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