

## Pidilite Careers 2023 – Jobs Near Me – Office Executive Post

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
July 11, 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 is looking for an Office Executive to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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#### Pidilite Jobs Near Me

#### Responsibilities:

- Answer and route phone calls in a professional and timely manner
- Process paperwork and file in a timely and accurate manner
- Prepare presentations and reports as needed
- Manage calendars and schedule appointments
- Provide customer service support to internal and external customers

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#### Pidilite Careers

#### Requirements:

- Excellent communication and customer service skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent organizational and time management skills

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

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