

<https://jobfever.govhelp.in/job/pidilite-careers-2023-jobs-near-me-office-staff-post/>

Pidilite Careers 2023 – Jobs Near Me – Office Staff Post

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
July 25, 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

The Office Staff is responsible for providing administrative support to Pidilite's business operations. This includes tasks such as data entry, customer service, and inventory management. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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Pidilite Jobs Near Me

Responsibilities:

- Enter customer orders into the system
- Process payments and refunds
- Respond to customer inquiries
- Manage inventory levels
- Prepare reports and presentations
- Other administrative tasks as assigned

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Pidilite Careers

Requirements:

- Excellent communication skills (written and verbal)
- Strong organizational skills
- Proficient in Microsoft Office Suite

Ability to work independently and as part of a team

Important Links

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

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