

Pidilite Careers 2023 – Pidilite Careers – Back Office Assistant Post

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
August 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 is looking for a Back Office Assistant to join our team. 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 and process data into the company's database.
- Answer and direct customer inquiries.
- Prepare and distribute reports.
- Maintain files and records.
- Assist with other back-office tasks as needed.

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Pidilite Careers

Requirements:

- Excellent typing and data entry skills.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.

Proficiency in Microsoft Office Suite

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

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