

## Pidilite Careers 2023 – Pidilite Jobs – Back Office Assistant Job

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
September 7, 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

As a Back Office Assistant at Pidilite, you will be responsible for providing administrative support to the back office team. You will work with a team of professionals to ensure that the back office functions smoothly and efficiently.

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#### Pidilite Jobs Near Me

#### Responsibilities:

- Answer phones and respond to emails
- Compile and maintain records
- Process paperwork
- Coordinate with vendors and suppliers
- Assist with other administrative tasks as assigned

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#### Pidilite Careers

#### Requirements:

- Excellent organizational and time management skills
- Strong attention to detail
- Ability to work independently and as part of a team

#### Important Links

Proficient in Microsoft Office Suite

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

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