

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

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
July 31, 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 Back Office Assistant is responsible for providing administrative support to the Pidilite back office team. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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### Responsibilities:

- Handle administrative tasks, such as filing, data entry, and scheduling appointments.
- Provide customer service to back office team members and external stakeholders.
- Order office supplies and maintain inventory.
- Manage the back office budget.
- Other duties as assigned.

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### Skills:

- Excellent organizational and time management skills.
- Strong communication and customer service 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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