

Pidilite Careers 2023 – Pidilite Jobs – Back Office Executive Post

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
August 1, 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 Executive is responsible for providing administrative support to the Pidilite office. This includes a variety of tasks, such as data entry, customer service, and inventory management. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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Responsibilities:

- Enter data into Pidilite's internal systems.
- Respond to customer inquiries and resolve issues in a timely manner.
- Process orders and shipments.
- Manage inventory levels.
- Prepare reports and presentations.
- Other administrative tasks as assigned.

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Skills:

- Excellent organizational skills.
- Attention to detail.

- Proficient in Microsoft Office Suite.
- Good customer service skills.

Important Links

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

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