

Pidilite Careers 2023 – Pidilite Jobs – Data Entry Assistant Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
September 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

We are looking for a highly motivated and organized Data Entry Assistant to join our team at Pidilite. The ideal candidate will have excellent typing and data entry skills, as well as the ability to work accurately and efficiently under pressure. The Data Entry Assistant will be responsible for entering data from a variety of sources into the company's computer system.

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Pidilite Jobs Near Me

Responsibilities:

- Enter data from a variety of sources into the company's computer system
- Verify and correct data for accuracy and completeness
- Update and maintain databases
- Generate reports and summaries
- Assist with other data entry related tasks as needed

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Pidilite Careers

Requirements:

- Excellent typing and data entry skills
- Ability to work accurately and efficiently under pressure
- Strong organizational and attention to detail skills

Basic computer skills, including proficiency in Microsoft Office Suite

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