

## Pidilite Jobs 2023 – Job For Freshers – Back Office Staff Job

### Hiring organization

Pidilite

### Job Location

India

Remote work from: IND

### Date posted

October 4, 2023

### 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 Industries is looking for a talented and motivated Back Office Staff member to join our team. The ideal candidate will have strong administrative and organizational skills, as well as experience in providing customer support. In this role, you will be responsible for a variety of back office tasks, including processing orders, managing inventory, and providing customer service.

### Responsibilities:

- Process orders and invoices accurately and efficiently.
- Manage inventory levels and ensure that products are available to meet customer demand.
- Provide customer support by answering questions and resolving issues.
- Maintain and update customer records.
- Prepare and present reports to management.

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### Skills:

- Strong administrative and organizational skills.
- Excellent communication and interpersonal 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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