

Pidilite Jobs 2023 – Pidilite Jobs – Back Office Assistant Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
September 13, 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

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

Proficient in Microsoft Office Suite

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