

Pidilite Careers 2023 – 2+ Years Exp -Jobs Near Me – Back Office Executive Jobs

Hiring organization
Pidilite

Job Location

India
Remote work from: India

Date posted
May 10, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Pidilite Recruitment 2023

The back office executive will be responsible for the day-to-day operations of the back office.

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Pidilite Jobs Near Me

Responsibilities:

- Coordinate and manage all back-office activities
- Supervise and monitor the work of the back office staff
- Manage inventory and maintain records of stock
- Assist in preparing reports and other documents

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Pidilite Careers

Requirements:

- Proven experience as a back office executive or in a similar role
- Excellent organizational skills and attention to detail

- Strong communication and interpersonal skills
- Able to work independently and take initiative

Proficient in MS Office

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

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