

Pidilite Recruitment 2023 – 2+ Years Experience Required – File Clerk Post

Hiring organization
Pidilite

Job Location

India
Remote work from: India

Date posted
May 5, 2023

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Valid through
31.12.2025

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 purpose of this position is to perform a variety of clerical and administrative support tasks related to the day-to-day operation of the Human Resources Department.

Pidilite Jobs Near Me

Responsibilities:

- File employee records
- Maintain and update personnel files
- Assist with preparing new employee orientation packets
- Answer phones and greet visitors
- Assist with other administrative tasks as needed

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Pidilite Careers

Requirements:

- 2 years experience in a clerical or administrative role

- Strong organizational skills

Excellent communication skills

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