

## Pidilite Recruitment 2023 – All India Jobs – Back Office Staff Job

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
September 28, 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

The Back Office Staff is responsible for providing administrative support to the back office team. This includes tasks such as processing paperwork, managing files and records, and providing customer service. The ideal candidate will be organized, detail-oriented, and have strong customer service skills.

### Responsibilities:

- Process paperwork such as purchase orders, invoices, and other accounting documents
- Manage files and records
- Provide customer service to customers in person and over the phone
- Other administrative tasks as assigned

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### Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong organizational and time management skills
- Excellent communication skills (verbal and written)
- Ability to work independently and as part of a team

### Important Links

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

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