

Pidilite Recruitment 2023 – Free Jobs Alerts – Office Staff Jobs

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
September 2, 2023

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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

We are looking for a highly motivated and organized Office Staff to join our team. The ideal candidate will have experience in a variety of administrative tasks, such as data entry, filing, and report preparation. They will also be proficient in Microsoft Office Suite and have excellent communication skills.

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Pidilite Jobs Near Me

Responsibilities:

- Enter data into a variety of systems
- Verify data for accuracy
- Resolve data entry errors
- Maintain data integrity
- Assist with other administrative tasks as needed
- Greet and assist customers in the office
- Answer phone calls and direct calls to the appropriate person
- Distribute mail and packages
- Maintain office supplies and equipment

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Pidilite Careers

Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent attention to detail and accuracy

- Strong communication skills, both verbal and written
- Ability to work independently and as part of a team

Ability to meet deadlines

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

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