

Pidilite Recruitment 2023 – Freshers Jobs – Back Office Staff Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
October 7, 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 organized and detail-oriented Back Office Staff to join our team at Pidilite. The ideal candidate will have a strong understanding of administrative tasks and a proven ability to work independently and as part of a team. In this role, you will be responsible for providing a variety of administrative and support services to the back office team.

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Pidilite Jobs Near Me

Responsibilities:

- Process and maintain customer orders
- Manage accounts payable and receivable
- Provide administrative support to the back office team, including scheduling meetings, preparing presentations, and managing travel arrangements
- Maintain and update databases and records
- Assist with other administrative tasks as needed

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Pidilite Careers

Requirements:

- Excellent organizational and time management skills
- Strong attention to detail and accuracy

Ability to work independently and as part of a team

Important Links

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

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