

Pidilite Recruitment 2023 – Job For Freshers – Office Executive Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
September 4, 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

The Office Executive is responsible for providing administrative support to the Pidilite office. This includes answering phones, greeting visitors, filing paperwork, and completing other clerical tasks. The ideal candidate will be organized, efficient, and have excellent customer service skills.

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Pidilite Jobs Near Me

Responsibilities:

- Answer phones and direct calls to the appropriate person
- Greet visitors and provide them with directions
- Receive and sort mail
- File paperwork
- Prepare reports and presentations
- Order office supplies
- Other administrative tasks as assigned

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Pidilite Careers

Requirements:

- Excellent communication and customer service skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team
- Attention to detail and accuracy

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

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