

Pidilite Recruitment 2023 – Jobs For Freshers – Back Office Staff Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
September 6, 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 efficient Back Office Staff to join our team. The ideal candidate will have excellent communication and customer service skills, as well as the ability to follow procedures and work independently.

Responsibilities:

- Handle incoming and outgoing calls and emails
- Process orders and payments
- Manage customer records
- Prepare reports and presentations
- Other administrative tasks as needed

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Skills:

- Excellent communication and customer service skills
- Proficient in Microsoft Office Suite
- Attention to detail
- Ability to follow procedures
- Strong organizational skills

Important Links

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

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