

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

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
September 8, 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 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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