

Pidilite Recruitment 2023 – Pidilite Careers – Back Office Staff Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
August 18, 2023

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 and operational support to the Pidilite back office. This includes tasks such as data entry, filing, and answering phones. The ideal candidate will be organized, detail-oriented, and have strong communication skills.

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Responsibilities:

- Enter data into the computer system
- File documents
- Answer phones
- Greet visitors
- Order office supplies
- Other administrative tasks as assigned

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Pidilite Careers

Requirements:

- Strong organizational skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite
- Experience with filing systems is a plus

Important Links

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

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