

## Pidilite Recruitment 2023 – Pidilite Careers – Back Office Staff Jobs

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
September 1, 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 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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#### Pidilite Jobs Near Me

#### 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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