

Pidilite Recruitment 2023 – Pidilite Careers – Office Staff 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 Staff is responsible for providing administrative support to the Pidilite office. This includes a variety of tasks such as 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
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