

Pidilite Recruitment 2023 – Pidilite Jobs – Back Office Staff Job

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
August 11, 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 motivated and organized Back Office Staff to join our team. The ideal candidate will have experience in back office operations, as well as strong attention to detail and accuracy. They will also be proficient in using a variety of software and systems.

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Pidilite Jobs Near Me

Responsibilities:

- Process orders and track shipments
- Manage inventory
- Prepare reports and documentation
- Respond to customer inquiries
- Coordinate with other departments

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Pidilite Careers

Requirements:

- Strong attention to detail and accuracy
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent communication skills, both 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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