

## Pidilite Recruitment 2023 – Pidilite Jobs – Office Staff Posts

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
August 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 Office Staff is responsible for providing administrative support to Pidilite's business operations. This includes tasks such as data entry, customer service, and inventory management. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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#### Pidilite Jobs Near Me

#### Responsibilities:

- Enter customer orders into the system
- Process payments and refunds
- Respond to customer inquiries
- Manage inventory levels
- Prepare reports and presentations
- Other administrative tasks as assigned

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#### Pidilite Careers

#### Requirements:

- Excellent communication skills (written and verbal)
- Strong organizational skills
- Proficient in Microsoft Office Suite

Ability to work independently and as part of a team

#### Important Links

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

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