

Pidilite Recruitment 2024 – Freshers Jobs – Data Entry Cum Back Office Post

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
January 6, 2024

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Valid through
31.08.2024

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

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We are looking for a Data Entry Cum Back Office Executive to join our team and provide support to our back office operations. The ideal candidate will be a highly motivated and organized individual with excellent communication and administrative skills.

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Responsibilities:

- Enter data into our computer systems
- Maintain and update our databases
- Generate reports and presentations
- Handle customer inquiries and complaints
- Process orders and payments
- Other administrative tasks as assigned

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Skills:

- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Attention to detail

- Problem-solving skills

Important Links

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

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