

## Pidilite Recruitment 2024 – Job Vacancy – Data Entry Cum Back Office Post

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: IND

**Date posted**  
January 9, 2024

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.08.2024

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Pidilite Recruitment 2024

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.

(adsbygoogle = window.adsbygoogle || []).push({});

## Pidilite Recruitment

### 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

(adsbygoogle = window.adsbygoogle || []).push({});

## Pidilite Recruitment

### 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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```