

## Data Entry Assistant For Zomato – Administrative Assistant – Jobs Near Me

**Hiring organization**  
Zomato

### Job Location

India  
Remote work from: IND

**Date posted**  
January 19, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 14 - USD 34

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Data Entry Assistant For Zomato

As our Administrative Assistant, you'll be the beating heart of our support system, juggling tasks with efficiency and a smile. You'll wear many hats – from calendar maestro to organizational whiz, communication champion to problem-solving dynamo. Your dedication to keeping things running smoothly will empower our team to focus on what they do best, and your positive energy will keep everyone moving forward.

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#### Zomato Jobs Near Me

#### Responsibilities:

- **Master of Time and Space:** Manage the calendars of key personnel, schedule meetings, travel arrangements, and ensure smooth day-to-day operations.
- **Communication Concierge:** Bridge the gap between internal teams and external stakeholders, handling inquiries, emails, and phone calls with professionalism and grace.
- **The Organization Guru:** Maintain filing systems, documents, and databases, ensuring everything is easily accessible and up-to-date.
- **Problem-solving Powerhouse:** Think on your feet, anticipate needs, and proactively resolve administrative challenges with initiative and a positive attitude.

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Zomato Careers

### Skills & Qualifications:

- **Confident communicator:** Written and verbal skills that impress, both online and offline.
- **Tech-savvy wizard:** A natural with scheduling tools, email, office software, and a willingness to learn new platforms.
- **Organizational ninja:** A master of order and efficiency, keeping systems running like a well-oiled machine.
- **Problem-solving pro:** The ability to think creatively and calmly under pressure, finding solutions with a smile.
- **Fresh graduate or early career professional:** You're hungry to learn, eager to contribute, and ready to grow with a dynamic company.

**Tags:** Zomato recruitment, Zomato Jobs, Zomato Job Vacancy, Zomato Work Form Home, Zomato Jobs For Freshers, Zomato Hiring 2024,Zomato Work Form Home Jobs, Zomato Data Entry jobs, Zomato for freshers 2024,Zomato careers, Zomato job 2024,Zomato job vacancy, Zomato recruitment 2024.

**Important Links**

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

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