



<https://jobfever.govhelp.in/job/data-entry-assistant-for-zomato-receptionist-jobs-near-me/>

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

**Hiring organization**  
Zomato

### Job Location

India  
Remote work from: IND

**Date posted**  
January 20, 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 Receptionist, you'll be the first point of contact for visitors to our office, setting the tone for a welcoming and professional environment. You'll be the friendly face who greets guests, answers questions, directs enquiries, and handles administrative tasks with efficiency and a smile. You'll be a vital part of our team, ensuring a smooth and positive experience for everyone who walks through our doors.

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#### Zomato Jobs Near Me

#### Responsibilities:

- Greet and welcome visitors with warmth and professionalism, accurately directing them to their destination.
- Manage the front desk efficiently, handling incoming calls, emails, and inquiries.
- Maintain accurate records of visitor information and appointments.
- Provide administrative support, including document preparation, filing, and scheduling.
- Assist with office tasks as needed, ensuring a clean and organized environment.

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## Zomato Careers

### Skills & Qualifications:

- Excellent communication and interpersonal skills, with a positive and friendly attitude.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- Ability to learn quickly and adapt to new situations.
- Experience in a customer service role is a plus, but not mandatory.

**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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