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Data Entry Cum Back Office For Zomato – Office Jobs – Job Seeker

Hiring organization
Zomato

Job Location

India
Remote work from: IND

Date posted
February 27, 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 Cum Back Office

In this dynamic role, you will play a crucial role in supporting our back-office operations and ensuring smooth data entry processes. You will be responsible for a variety of tasks, including:

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Responsibilities:

- Meticulously enter and update data into Zomato's internal systems, maintaining accuracy and adhering to established data quality standards.
- Assist with back-office tasks, including filing, document management, and order processing, ensuring efficient and organized workflows.
- Respond to basic customer inquiries and requests in a professional and courteous manner, providing clear and accurate information.

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Zomato Careers

Skills:

- Strong computer proficiency with excellent typing skills and data entry accuracy.
- Excellent attention to detail and ability to work accurately under pressure.
- Effective communication and interpersonal skills, with the ability to work effectively as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

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