

<https://jobfever.govhelp.in/job/data-entry-cum-back-office-for-zomato-office-jobs-latest-job/>

## Data Entry Cum Back Office For Zomato – Office Jobs – Latest Job

**Hiring organization**  
Zomato

### Job Location

India  
Remote work from: IND

**Date posted**  
March 1, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 14 - USD 34

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### 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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#### Zomato Jobs Near Me

#### 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).

**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

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