



<https://jobfever.govhelp.in/job/swiggy-careers-2023-2-years-exp-jobs-in-delhi-back-office-staff-posts/>

## Swiggy Careers 2023 – 2+ Years Exp – Jobs In Delhi – Back Office Staff Posts

**Hiring organization**  
Swiggy

### Job Location

5B/3, 1st Floor, Najafgarh Rd, opp. Metro Pillar No. 484, Tilak Nagar, 110018, New Delhi, Delhi, India

**Date posted**  
May 11, 2023

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**Valid through**  
31.12.2025

### Base Salary

USD 13,000 - USD 15,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

#### Swiggy Recruitment 2023

Swiggy, a leading online food ordering and delivery platform, is looking for a Back Office Staff to join our team. As a Back Office Staff, you will be responsible for providing administrative support to our operations team, ensuring smooth functioning of our backend operations.

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#### Swiggy Jobs Near Me

#### Responsibilities:

1. Data Entry and Processing: Accurate and timely data entry of orders and customer information into our systems. Ensure that all orders are processed efficiently and accurately.
2. Coordination with Operations Team: Coordinate with the operations team to ensure that all orders are processed and delivered on time. Monitor and track order status and ensure timely delivery.
3. Administrative Support: Provide administrative support to the operations team by organizing paperwork, maintaining records, and performing other administrative tasks as required.

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#### Swiggy Careers

#### Requirements:

1. Excellent organizational skills: The ability to prioritize tasks, manage time effectively and maintain accurate records is essential for this role.
2. Attention to detail: The ability to notice and correct errors in documentation, correspondence, and backend operations is important.
3. Strong communication skills: Excellent written and verbal communication skills are essential for this role. The ability to communicate effectively with different teams and stakeholders is crucial.

#### Important Links

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

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