



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

## Swiggy Careers 2023 – 2+ Years Exp – Jobs Near Me – Back Office Executive Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: Brazil

**Date posted**  
May 27, 2023

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**Valid through**  
31.12.2023

### 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 delivery platform, is seeking dedicated individuals to join our team as Back Office Executives. As a Back Office Executive, you will be responsible for providing essential administrative and operational support to ensure the smooth functioning of our business operations. Your attention to detail, organizational skills, and ability to work in a fast-paced environment will contribute to the overall efficiency and effectiveness of our operations.

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#### Swiggy Jobs Near Me

#### Responsibilities:

1. Data Management and Entry: Accurately enter and maintain data in our systems and databases. This includes updating customer information, order details, and other relevant data. Ensure the completeness and accuracy of records to facilitate smooth operations and decision-making.
2. Documentation and Record Keeping: Assist in managing and organizing various documents, files, and records. This includes maintaining filing systems, handling correspondence, and archiving documents as per established procedures. Ensure confidentiality and security of sensitive

information.

3. **Coordination and Communication:** Collaborate with different teams and departments to ensure effective coordination and communication. This involves assisting in scheduling meetings, preparing reports and presentations, and facilitating internal communication channels. Respond promptly to inquiries and provide support as required.

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#### Swiggy Careers

#### Requirements:

1. **Attention to Detail:** Strong attention to detail and accuracy in data entry and documentation. The ability to maintain organized records and identify errors or discrepancies is essential.
2. **Organizational Skills:** Excellent organizational and time management skills to prioritize tasks, meet deadlines, and handle multiple responsibilities simultaneously. The ability to work efficiently in a fast-paced environment is

#### Important Links

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

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