



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

## Swiggy Careers 2023 – 2+ Years Exp – Jobs Near Me – Free Job Alert – Office Staff Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work possible

**Date posted**  
May 18, 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 food delivery platform, is seeking motivated and detail-oriented individuals to join our team as Office Staff. As an Office Staff member at Swiggy, you will play a vital role in ensuring smooth office operations and providing administrative support to various departments.

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#### Swiggy Jobs Near Me

#### Responsibilities:

1. Administrative Support: Provide administrative support by managing calendars, scheduling appointments, and coordinating meetings. Assist in organizing and maintaining office files, documents, and records. Handle incoming calls, emails, and other communications in a professional and timely manner.
2. Office Operations: Ensure the smooth functioning of day-to-day office operations. Manage office supplies, inventory, and equipment. Coordinate with vendors for office maintenance, repairs, and other services. Assist in organizing office events and employee engagement activities.
3. Documentation and Reporting: Assist in preparing reports, presentations,

and other documentation as required. Maintain accurate records of office activities, including attendance, leave, and expenses. Help in managing employee records and files.

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#### Swiggy Careers

#### Requirements:

1. Organization and Attention to Detail: Possess strong organizational skills to handle multiple tasks, prioritize work, and meet deadlines. Attention to detail is crucial in maintaining accurate records, managing schedules, and coordinating office activities effectively.
2. Communication and Interpersonal Skills: Demonstrate excellent verbal and written communication skills to interact with colleagues, clients, and vendors professionally. Ability to work well in a team environment and collaborate with different stakeholders.
3. Proficiency in Office Tools: Be proficient in using office tools such as MS Office (Word, Excel, PowerPoint) and other relevant software or tools. Familiarity with basic office equipment and the ability to troubleshoot minor technical issues.

#### Important Links

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

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