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

Hiring organization
Swiggy

Job Location

India
Remote work from: Brazil

Date posted
May 25, 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 is seeking a dynamic and organized individual to join our team as an Office Executive. As an Office Executive, you will be responsible for providing administrative support, coordinating office activities, and ensuring the smooth operation of our workplace. Your attention to detail and ability to multitask will be crucial in maintaining an efficient and productive office environment.

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Swiggy Jobs Near Me

Responsibilities:

- Perform general administrative tasks such as managing phone calls, emails, and correspondence, and maintaining office supplies and equipment.
- Schedule and coordinate meetings, appointments, and travel arrangements for team members.
- Assist in onboarding new employees by providing them with necessary resources and ensuring a smooth integration into the office environment.
- Serve as a point of contact for internal and external stakeholders, addressing inquiries and providing information as needed.
- Facilitate effective communication within the office by disseminating

information, distributing memos, and managing internal communication channels.

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Swiggy Careers

Requirements:

- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy in completing administrative tasks.
- Proficient in using computer applications, including MS Office suite (Word, Excel, PowerPoint), email clients, and other office software.

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

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