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

Hiring organization
Swiggy

Job Location

India
Remote work from: India

Date posted
May 11, 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

We are seeking a highly organized and motivated individual to join our team as an Office Executive at Swiggy. The ideal candidate should be able to handle multiple tasks efficiently and provide exceptional support to the management team.

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Swiggy Jobs Near Me

Responsibilities:

1. Managing daily office operations, including scheduling appointments, answering phone calls, and responding to emails.
2. Coordinating with different departments and providing administrative support.
3. Maintaining office supplies and ensuring that office equipment is in working condition.

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Swiggy Careers

Requirements:

1. Excellent organizational and time management skills.
2. Strong verbal and written communication skills.
3. Proficient in using MS Office suite.

Important Links

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

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