



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

Swiggy Recruitment 2023 – 2+ Years Exp – Jobs Near Me – Office Staff Post

Hiring organization
Swiggy

Job Location

India
Remote work from: India

Date posted
May 15, 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, India's leading food delivery platform, is seeking enthusiastic and detail-oriented individuals to join our team as Office Staff. As an Office Staff member, you will play a vital role in ensuring smooth office operations and providing administrative support. This position offers an excellent opportunity for freshers to kick-start their career in a dynamic and fast-growing organization.

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Swiggy Jobs Near Me

Responsibilities:

1. Administrative Support: Assist in various administrative tasks, including managing correspondence, organizing files, scheduling appointments, and maintaining office supplies. Provide support to the office team by handling phone calls, emails, and other forms of communication.
2. Data Entry and Documentation: Accurately enter data into systems and maintain electronic and physical records. Assist in preparing reports, presentations, and other documentation as required. Ensure the confidentiality and security of sensitive information.
3. Coordination and Communication: Collaborate with different teams within

the organization to ensure effective communication and coordination. Assist in organizing meetings, conferences, and events. Respond to internal and external inquiries and provide necessary information.

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Swiggy Careers

Requirements:

1. **Communication Skills:** Possess excellent verbal and written communication skills to interact with colleagues, clients, and external stakeholders. Ability to convey information clearly and professionally is essential.
2. **Organizational Skills:** Demonstrate strong organizational skills and attention to detail to manage multiple tasks and prioritize work effectively. Ability to maintain accurate records and follow established processes.
3. **Computer Proficiency:** Have basic knowledge of computer applications, including MS Office Suite (Word, Excel, PowerPoint). Familiarity with office equipment, such as printers and scanners, is desirable.

Important Links

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

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