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Swiggy Careers 2023 – Free Job Alert – Back Office Assistant Post

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted
August 16, 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

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Description

Swiggy Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to the Back Office team at Swiggy. This includes a variety of tasks, such as managing files, processing orders, and responding to customer inquiries. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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Responsibilities:

- Manage files and records in a secure and organized manner.
- Process orders accurately and efficiently.
- Respond to customer inquiries in a timely and professional manner.
- Coordinate with other departments to ensure smooth operations.
- Other back office tasks as assigned.

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Swiggy Careers

Requirements:

- Excellent communication skills.

- Attention to detail.
- Ability to work independently and as part of a team.
- Ability to meet deadlines.

Important Links Proficiency in Microsoft Office Suite

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

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