



<https://jobfever.govhelp.in/job/swiggy-careers-2023-free-job-alert-back-office-executive-post/>

## Swiggy Careers 2023 – Free Job Alert – Back Office Executive Post

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 13, 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

Swiggy, India's leading online food delivery platform, is seeking dedicated and detail-oriented individuals to join our team as Back Office Executives. As a Back Office Executive, you will play a crucial role in supporting the smooth functioning of our operations by handling administrative tasks and ensuring efficient coordination between various teams. This is an excellent opportunity for fresher candidates to kickstart their careers in the fast-paced world of food delivery.

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#### Swiggy Jobs Near Me

#### Responsibilities:

1. Order management: Coordinate with delivery partners and restaurants to ensure accurate order processing and timely delivery. Monitor order status and resolve any issues or discrepancies that may arise. Update and maintain the order management system with accurate and up-to-date information.
2. Documentation and data management: Maintain and organize various documents, records, and reports related to orders, deliveries, and customer feedback. Ensure proper filing and documentation for easy retrieval and reference. Prepare periodic reports and analyses based on the collected data.
3. Communication and coordination: Collaborate with internal teams, including

customer support, logistics, and quality assurance, to ensure effective communication and coordination. Act as a point of contact for addressing queries, concerns, and requests from different stakeholders. Liaise with external partners and vendors when required.

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#### Swiggy Careers

#### Requirements:

1. Attention to detail: Strong focus on accuracy and precision when handling data, documents, and records. Ability to spot errors or discrepancies and take appropriate corrective actions. A keen eye for detail and excellent organizational skills.
2. Communication and interpersonal skills: Good verbal and written communication skills to interact with various stakeholders. Ability to convey information clearly and effectively. Strong interpersonal skills to build and maintain positive relationships with team members and external partners.
3. Time management and multitasking abilities: Excellent organizational skills with the ability to prioritize tasks and manage multiple responsibilities simultaneously. Proven ability to meet deadlines and work under pressure. Effective time management and task prioritization skills.

#### Important Links

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

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