



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

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

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 22, 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

We are looking for a Back Office Staff to join our team and help us with our day-to-day operations. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Process orders accurately and efficiently
- Manage customer inquiries in a timely and professional manner
- Maintain records in a clear and organized manner
- Provide administrative support to other departments as needed

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#### Swiggy Careers

#### Requirements:

- Excellent communication skills, both verbal and written
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

## Important Links

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

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