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

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted
July 1, 2023

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Valid through
31.12.2023

Base Salary

USD 11,500 - USD 15,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Swiggy Recruitment 2023

The Front Desk Manager is responsible for the overall operations of the front desk at Swiggy. This includes tasks such as managing the front desk team, handling customer inquiries, and ensuring the smooth flow of operations. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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Responsibilities:

- Manage the front desk team
- Handle customer inquiries
- Ensure the smooth flow of operations
- Coordinate with other departments
- Maintain the front desk area
- Resolve customer complaints
- Train new employees

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Swiggy Careers

Requirements:

Swiggy

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- Excellent customer service skills
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite

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