



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

## Swiggy Careers 2023 – Free Job Alert – Office Executive Posts

**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

We are seeking an enthusiastic and organized Office Executive to join our team at Swiggy. As an Office Executive, you will play a vital role in maintaining the smooth and efficient functioning of our office operations. You will be responsible for managing administrative tasks, coordinating office activities, and providing support to the team. This position is ideal for individuals who possess excellent organizational skills, have strong attention to detail, and thrive in a fast-paced and dynamic work environment.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Manage and coordinate daily administrative tasks, including managing correspondence, scheduling meetings, and organizing travel arrangements.
- Maintain office supplies and equipment, ensuring they are well-stocked and in good working condition.
- Coordinate and oversee office operations to ensure a smooth and efficient work environment.
- Manage office facilities, including maintenance, repairs, and renovations.
- Serve as a point of contact for internal and external stakeholders, addressing inquiries and providing assistance as needed.
- Facilitate effective communication within the team and across departments.

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#### Swiggy Careers

#### Requirements:

- Strong organizational and multitasking skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Excellent written and verbal communication skills.
- Proficiency in using office productivity tools such as Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite.
- Attention to detail and a high level of accuracy in completing administrative tasks.
- Proactive and resourceful, with the ability to anticipate needs and take initiative.

**Important Skills** Strong problem-solving and decision-making skills.

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

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