



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

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

### Job Location

India  
Remote work from: Brazil

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### Base Salary

USD 13,000 - USD 15,000

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Swiggy Recruitment 2023

The Office Staff is responsible for providing administrative support to the Swiggy team. This includes a variety of tasks, such as answering phones, filing paperwork, and managing the office inventory. The Office Staff must be able to work independently and as part of a team, and must have excellent customer service skills.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Answer phones and direct calls to the appropriate person
- Greet visitors and provide them with directions
- File paperwork and keep records organized
- Order office supplies and maintain inventory
- Assist with administrative tasks as needed

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#### Swiggy Careers

#### Requirements:

- Excellent customer service skills

### Hiring organization

Swiggy

### Date posted

June 20, 2023

### Valid through

31.12.2023

APPLY NOW

- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

**Important Links** Attention to detail

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

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