



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

## Swiggy Careers 2023 - Free Job Alerts - Back Office Assistant Post

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
October 7, 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

The Back Office Assistant is responsible for providing administrative and operational support to Swiggy's business. This includes tasks such as processing orders, managing inventory, and providing customer service. The Back Office Assistant must be organized, efficient, and have a strong attention to detail.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Process orders and manage inventory
- Provide customer service support
- Maintain and update customer records
- Generate reports and track data trends
- Assist with other back-office tasks as needed

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#### Swiggy Careers

#### Requirements:

- Excellent organizational and time management skills
- Strong communication and interpersonal skills

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

Knowledge of Swiggy's products and services

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

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