



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

## Swiggy Careers 2023 – Free Job Alerts – Back Office Executive Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
June 23, 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

As a Back Office Executive at Swiggy, you will be responsible for providing administrative support to the company's operations. This includes tasks such as data entry, customer service, and order processing. You will also be responsible for maintaining records and files, and providing support to other departments as needed.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Provide administrative support to the company's operations
- Enter data into the company's systems
- Provide customer service to customers and partners
- Process orders
- Maintain records and files
- Provide support to other departments as needed

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#### Swiggy Careers

#### Requirements:

- Strong organizational skills
- Excellent communication skills
- Ability to work independently and as part of a team
- Ability to meet deadlines under pressure

Proficiency in Microsoft Office Suite

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

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