



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

Swiggy Careers 2023 – Free Jobs Alerts – Back Office Assistant Post

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted
September 21, 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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