



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

Swiggy Careers 2023 – Free Jobs Alerts – Back Office Coordinator Jobs

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted
August 3, 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 looking for a talented and organized Back Office Coordinator to join our team. The ideal candidate will be able to provide administrative support to the Operations team, as well as manage the day-to-day operations of the back office.

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Swiggy Jobs Near Me

Responsibilities:

- Provide administrative support to the Operations team, including managing calendars, scheduling meetings, and preparing presentations.
- Manage the day-to-day operations of the back office, including processing orders, managing inventory, and tracking customer feedback.
- Coordinate with other departments to ensure smooth operations.
- Stay up-to-date on Swiggy policies and procedures.

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Swiggy Careers

Requirements:

- Excellent organizational skills.
- Strong attention to detail.

- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.

Important Links Ability to work independently and as part of a team.

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

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