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Swiggy Careers 2023 – Free Jobs Alerts – Office Executive Post

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted
July 13, 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

Swiggy is looking for a highly motivated and organized Office Executive to join our team.

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Swiggy Jobs Near Me

Responsibilities:

- Manage and track customer orders
- Provide customer support
- Process payments
- Maintain office inventory
- Other administrative tasks as assigned

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Swiggy Careers

Requirements:

- Excellent communication and customer service skills
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Important Links

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

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