



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

Swiggy Careers 2023 – Job Alerts – Back Office Staff Post

Hiring organization
Swiggy

Job Location

India
Remote work from: Brazil

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

We are looking for a Back Office Staff to join our team and help us with our day-to-day operations. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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Swiggy Jobs Near Me

Responsibilities:

- Process orders accurately and efficiently
- Manage customer inquiries in a timely and professional manner
- Maintain records in a clear and organized manner
- Provide administrative support to other departments as needed

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Swiggy Careers

Requirements:

- Excellent communication skills, both verbal and written
- 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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