



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

## Swiggy Careers 2023 – Job Search – Office Executive Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
July 15, 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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