



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

## Swiggy Careers 2023 – Jobs Alerts – Back Office Executive Jobs

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

### Date posted

September 11, 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 detail-oriented Back Office Executive to join our team. The ideal candidate will have excellent organizational skills and be able to work independently and as part of a team.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Process orders and payments.
- Manage customer inquiries and complaints.
- Generate reports and statistics.
- Assist with other back office tasks as needed.

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#### Swiggy Careers

#### Requirements:

- Excellent organizational skills
- Attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

## Important Links

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

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