Swiggy Careers 2023 – Jobs Near Me – Back Office Executive Post

Hiring organization
Swiggy

Job Location
India
Remote work from: Brazil

Date posted
June 14, 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

Join Swiggy as a Back Office Executive and play a crucial role in supporting the overall efficiency of the organization. As a Back Office Executive, you will handle a range of administrative tasks and ensure smooth coordination between different departments.

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Swiggy Jobs Near Me

Responsibilities:

1. Data Management: Accurately enter and maintain data related to orders, customers, vendors, and other relevant information in the system. Ensure data integrity, consistency, and confidentiality. Generate reports and analyze data to support decision-making processes and identify areas for improvement.
2. Coordination and Communication: Collaborate with various teams, including customer support, delivery partners, and vendors, to facilitate effective communication and coordination. Assist in resolving operational issues, address queries, and provide timely updates to internal and external stakeholders. Maintain a high level of professionalism in all interactions.
3. Administrative Support: Provide administrative support to the team, which may include managing emails, scheduling appointments, organizing documents, preparing presentations, and maintaining records. Assist in

streamlining processes, implementing efficient workflows, and contributing
to the overall productivity of the organization.

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Swiggy Careers

Requirements:

- Strong attention to detail and excellent organizational skills.
- Proficiency in using computers and familiarity with MS Office applications.
- Good written and verbal communication skills.
- Ability to multitask and prioritize tasks effectively.
- The analytical mindset to handle data and generate meaningful insights.
- Strong problem-solving and decision-making abilities.
- Ability to work independently as well as part of a team.
- Adaptability and flexibility to thrive in a fast-paced environment.

Important Links **Find the Link in Apply Now Button**

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