



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

## Swiggy Careers 2023 – Jobs Near Me – Back Office Staff Post

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
July 26, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 11,500 - USD 17,500

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Swiggy Recruitment 2023

The Back Office Staff is responsible for providing administrative support to Swiggy's operations team. This includes tasks such as processing orders, managing inventory, and resolving customer issues. 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 and payments
- Manage inventory levels
- Resolve customer issues
- Assist the operations team with their work

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#### Swiggy Careers

#### Requirements:

- Excellent communication skills (written and verbal)
- Strong organizational 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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