



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

Swiggy Careers 2023 – Jobs Near Me – Back Office Staff Posts

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted
July 18, 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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