



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

Swiggy Careers 2023 – Jobs Near Me – Office Executive Post

Hiring organization
Swiggy

Job Location

India
Remote work from: Brazil

Date posted
June 9, 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 a leading online food delivery platform, revolutionizing the way people order food and experience convenience. As an Office Executive, you will be an integral part of the administrative team, providing support to various departments and ensuring smooth operations within the office.

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Swiggy Jobs Near Me

Responsibilities:

- Welcome and assist visitors, clients, and employees, creating a friendly and professional environment.
- Manage incoming calls, emails, and correspondence, directing inquiries to the appropriate person or department and ensuring prompt responses.
- Maintain office supplies, inventory, and equipment, ensuring availability and functionality.
- Assist in managing office facilities, including coordinating repairs and maintenance, liaising with vendors, and ensuring a clean and organized workspace.
- Assist in data entry, verification, and analysis, ensuring accuracy and integrity of information.
- Prepare and maintain documents such as reports, memos, presentations, and spreadsheets, adhering to company standards.

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Swiggy Careers

Requirements:

- Excellent verbal and written communication skills, with the ability to interact professionally with colleagues and external contacts.
- Strong organizational and multitasking abilities, with attention to detail and the ability to prioritize tasks effectively.
- Proficiency in using Microsoft Office applications (Word, Excel, PowerPoint) and familiarity with office equipment and technology.
- Customer-centric mindset and the ability to provide excellent service to visitors and employees.
- Proactive and resourceful approach to problem-solving and finding efficient solutions.

Important Links

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

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