



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

## Swiggy Careers 2023 – Jobs Near Me – Office Executive Posts

**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

We are seeking a highly motivated and organized Office Executive to join our dynamic team at Swiggy. As an Office Executive, you will play a crucial role in ensuring the smooth and efficient functioning of our office operations. Your attention to detail, exceptional communication skills, and ability to multitask will contribute to the overall success of our organization.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Maintain a clean and organized office environment, ensuring that all areas are tidy, well-stocked, and presentable.
- Manage office supplies inventory, anticipate needs, and place orders to ensure smooth operations.
- Assist in scheduling and coordinating meetings, appointments, and travel arrangements for senior executives.
- Prepare and distribute internal communications, memos, and reports as required.
- Greet and welcome visitors, clients, and employees, ensuring a professional and positive first impression.
- Handle incoming phone calls, redirecting inquiries to the appropriate department or individual.

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#### Swiggy Careers

#### Requirements:

- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong attention to detail and a high level of accuracy in all work undertaken.
- Exceptional written and verbal communication skills, with the ability to interact professionally with individuals at all levels of the organization.
- Proficient in using MS Office applications (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Strong problem-solving abilities and the capacity to handle multiple tasks simultaneously.
- Ability to maintain confidentiality and handle sensitive information with discretion.

#### Important Links

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

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