Swiggy Careers 2023 – Online Jobs – Back Office Assistant Post

Job Location
India
Remote work from: Brazil

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary
USD 13,000 - USD 15,000

Qualifications
12th/Graduate

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Hiring organization
Swiggy

Date posted
June 16, 2023

Valid through
31.12.2023

APPLY NOW

Description

Swiggy Recruitment 2023

As a Back Office Assistant at Swiggy, you will play a crucial role in supporting the day-to-day operations of the company. Your responsibilities will revolve around performing administrative and clerical tasks to ensure smooth functioning of the back office. Your attention to detail, organizational skills, and ability to handle multiple tasks simultaneously will contribute to the overall efficiency of the team.

(adsbygoogle = window.adsbygoogle || []).push({});

Swiggy Jobs Near Me

Responsibilities:

1. Data Entry and Documentation: Enter and update data accurately into company systems and databases. Maintain and organize physical and digital records, files, and documents. Prepare reports, presentations, and other documentation as required. Ensure data integrity and confidentiality in handling sensitive information.
2. Administrative Support: Provide general administrative support to the team and assist in daily operational tasks. This may include managing emails, scheduling appointments, coordinating meetings, preparing agendas, and handling phone calls. Maintain office supplies and equipment, and ensure a well-organized and tidy workspace.
3. Coordination and Communication: Collaborate with different teams and departments to facilitate smooth communication and coordination. Liaise

with internal and external stakeholders as required. Respond to inquiries
and provide information promptly and accurately. Assist in resolving any
administrative issues or discrepancies that may arise.

(adsbygoogle = window.adsbygoogle || []).push({});

Swiggy Careers

Requirements:

- Strong attention to detail and organizational skills.
- Proficient in using computer applications, including Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Ability to multitask and prioritize tasks effectively.
- Strong problem-solving and decision-making abilities.
- Good time management and self-motivation skills.

Important Links **Find the Link In** [Apply Now](#) **Button**

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});