



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

## Swiggy Recruitment 2023 – Private Jobs – Office Executive Job

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: India

**Date posted**  
May 6, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 15,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Swiggy Recruitment 2023

The Office Executive is responsible for the day-to-day running of the office and the provision of support to employees.

#### Swiggy Jobs Near Me

#### Responsibilities:

- Maintaining the office space and equipment
- Overseeing catering and facilities management
- Providing secretarial and administrative support to employees

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#### Swiggy Careers

#### Requirements:

- Familiarity with office management software and principles
- Excellent communication and interpersonal skills

Strong organizational skills and attention to detail.

**Important Links**

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

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