



<https://jobfever.govhelp.in/job/swiggy-jobs-2023-free-job-alerts-back-office-staff-posts/>

## Swiggy Jobs 2023 – Free Job Alerts – Back Office Staff Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
September 30, 2023

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

**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 15,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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

### Description

#### Swiggy Recruitment 2023

Swiggy is looking for a highly organized and detail-oriented Back Office Staff member to join our team. The ideal candidate will have excellent administrative and communication skills, be able to manage multiple tasks simultaneously, and be able to work independently and as part of a team.

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

#### Swiggy Jobs Near Me

#### Responsibilities:

- Provide administrative support to the back office team
- Manage and process customer orders and returns
- Maintain and update customer records
- Generate reports and presentations
- Assist with the coordination of events and meetings

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

#### Swiggy Careers

#### Requirements:

- Excellent administrative and communication skills
- Ability to manage multiple tasks simultaneously
- Ability to work independently and as part of a team
- Strong attention to detail and accuracy

Important Links Basic computer skills

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

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

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