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Swiggy Jobs 2023 – Job Alert – Back Office Executive Jobs

Hiring organization
Swiggy

Date posted
September 22, 2023

Valid through
31.12.2023

APPLY NOW

Job Location

India
Remote work from: IND

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Base Salary

USD 13,000 - USD 15,000

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Swiggy Recruitment 2023

Swiggy is looking for a highly motivated and detail-oriented Back Office Executive to join our team. The ideal candidate will have excellent organizational skills and be able to work independently and as part of a team.

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Swiggy Jobs Near Me

Responsibilities:

- Process orders and payments.
- Manage customer inquiries and complaints.
- Generate reports and statistics.
- Assist with other back office tasks as needed.

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Swiggy Careers

Requirements:

- Excellent organizational skills
- Attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Important Links

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

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