



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

Swiggy Jobs 2023 – Job Alerts – Back Office Executive Job

Hiring organization
Swiggy

Date posted
September 5, 2023

Valid through
31.12.2023

APPLY NOW

Job Location

India
Remote work from: IND

(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({});

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.

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

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.

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

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

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

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