



<https://jobfever.govhelp.in/job/swiggy-recruitment-2023-2-years-exp-online-jobs-free-job-alert-office-staff-posts/>

## Swiggy Recruitment 2023 – 2+ Years Exp – Online Jobs – Free Job Alert – Office Staff Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work possible

**Date posted**  
May 19, 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

### Experience

2+ Years Experience Required

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

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

### Description

#### Swiggy Recruitment 2023

Swiggy is a leading online food delivery platform that connects customers with a wide range of restaurants and eateries. With a user-friendly interface and quick delivery services, Swiggy aims to provide a seamless and convenient food ordering experience. As an integral part of the team, you will contribute to the success of Swiggy and play a crucial role in shaping the future of food delivery.

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

#### Swiggy Jobs Near Me

#### Responsibilities:

- Assist in day-to-day office operations, including managing phone calls, emails, and correspondence.
- Maintain organized records and files, both physical and digital, ensuring easy accessibility and retrieval of information.
- Help organize team activities, events, and meetings, ensuring all necessary arrangements are made.
- Handle internal and external inquiries, providing prompt and accurate information or redirecting them to the appropriate contacts.
- Monitor and manage office supplies, ensuring an adequate stock level for

day-to-day operations.

- Coordinate office equipment maintenance and repairs, liaising with vendors and service providers.
- Assist in onboarding new employees, setting up workstations, and providing necessary resources and information.

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

#### Swiggy Careers

#### Requirements:

- Excellent communication skills, both written and verbal, with a friendly and professional demeanor.
- Strong organizational and multitasking abilities, with the capacity to prioritize tasks effectively.
- Attention to detail and accuracy in handling administrative duties.
- Proficiency in using office software, such as MS Office (Word, Excel, PowerPoint), email clients, and scheduling tools.
- Ability to work independently as well as collaboratively in a fast-paced and dynamic environment.

#### Important Links

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

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

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