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## Swiggy Careers 2023 – 2+ Years Exp – Online Jobs – Office Staff Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: India

**Date posted**  
May 15, 2023

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**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

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### Description

#### Swiggy Recruitment 2023

The Office Staff is responsible for providing general office support. This includes maintaining office supplies, coordinating mail and deliveries, providing customer service to visitors, and assisting staff with administrative tasks.

#### Swiggy Jobs Near Me

#### Responsibilities:

-Provide general office support, including coordination of mail and deliveries, maintaining office supplies, and providing customer service to visitors

-Assist staff with administrative tasks, such as filing, data entry, and transcription

-Order and maintain office equipment and supplies -Schedule and coordinate appointments

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#### Swiggy Careers

#### Requirements:

-1-3 year of experience in a general office support role

-Strong interpersonal skills and customer service orientation

Ability to organize and prioritize work effectively

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

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