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Swiggy Recruitment 2023 – 2+ Years Experience Required – Data Entry Assistant Post

Hiring organization
Swiggy

Job Location

India
Remote work from: India

Date posted
May 4, 2023

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Valid through
31.12.2025

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

We are looking for a Data Entry Assistant to manage and organize data. The Data Entry Assistant will be responsible for entering data into the company database and maintaining accurate records.

Swiggy Jobs Near Me

Responsibilities:

- Enter data into the company database
- Maintain accurate records
- Perform routine data entry and organizational tasks

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Swiggy Careers

Requirements:

- Proven experience as a data entry assistant

- Strong knowledge of database management software
- Familiarity with data entry procedures and keyboard shortcuts
- Fast and accurate typing skills
- Good attention to detail

Excellent communication and organizational skills.

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

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