



<https://jobfever.govhelp.in/job/swiggy-recruitment-2023-free-job-alert-office-staff-posts/>

## Swiggy Recruitment 2023 – Free Job Alert – Office Staff Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
August 31, 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

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### Description

#### Swiggy Recruitment 2023

The Office Staff is responsible for providing administrative support to the Swiggy office.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Answer phones and emails efficiently and professionally
- Compose and send emails
- Schedule appointments and meetings
- File and organize documents
- Greet guests and provide them with information
- Run errands as needed
- Other duties as assigned

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#### Swiggy Careers

#### Requirements:

- Excellent communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

- Attention to detail
- Ability to work independently and as part of a team

**Important Links** Ability to meet deadlines **Find the Link in [Apply Now](#) Button**

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