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Swiggy Recruitment 2023 – Free Job Alerts – Office Staff Post

Hiring organization
Swiggy

Date posted
October 5, 2023

Valid through
31.12.2023

APPLY NOW

Job Location

India
Remote work from: IND

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Base Salary

USD 13,000 - USD 15,000

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

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