



<https://jobfever.govhelp.in/job/swiggy-recruitment-2023-free-jobs-alerts-back-office-executive-job/>

Swiggy Recruitment 2023 – Free Jobs Alerts – Back Office Executive Job

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted
September 30, 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

We are looking for a highly organized and detail-oriented Back Office Executive to join our team at Swiggy. The ideal candidate will have excellent administrative skills, be able to work independently and as part of a team, and be able to meet tight deadlines.

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Swiggy Jobs Near Me

Responsibilities:

- Provide administrative support to the Back Office team
- Manage and maintain customer records
- Process orders and returns
- Generate reports and presentations
- Assist with other back-office tasks as needed

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Swiggy Careers

Requirements:

- Excellent administrative skills
- Strong attention to detail and accuracy

- Ability to work independently and as part of a team
- Ability to meet tight deadlines

Important Skills: Communication and interpersonal skills

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

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