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Swiggy Recruitment 2023 – Job Alerts – Back Office Executive Post

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted

September 14, 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

Swiggy is looking for a highly motivated and detail-oriented Back Office Executive to join our team. The ideal candidate will have excellent organizational skills and be able to work independently and as part of a team.

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Swiggy Jobs Near Me

Responsibilities:

- Process orders and payments.
- Manage customer inquiries and complaints.
- Generate reports and statistics.
- Assist with other back office tasks as needed.

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Swiggy Careers

Requirements:

- Excellent organizational skills
- Attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Important Links

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

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