Swiggy Recruitment 2023 – Online Jobs – Back Office Staff Post

Hiring organization
Swiggy

Date posted
June 14, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work from: Brazil

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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

Join Swiggy as a Back Office Staff and play a vital role in ensuring smooth and efficient operations. As a Back Office Staff member, you will provide administrative support to various departments and contribute to the overall efficiency of the organization.

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Swiggy Jobs Near Me

Responsibilities:

1. Data Management: Handle data entry and management tasks efficiently, ensuring accuracy and completeness. Update and maintain records, including customer information, orders, payments, and other relevant data. Pay meticulous attention to detail to ensure data integrity and confidentiality.
2. Documentation and Record Keeping: Assist in organizing and maintaining physical and electronic files, ensuring proper documentation of important records, reports, and correspondence. Retrieve and disseminate information as required and ensure the confidentiality and security of sensitive data.
3. Coordination and Support: Collaborate with different teams and departments to facilitate smooth operations. Assist in coordinating schedules, meetings, and appointments. Provide administrative support such as preparing reports, managing emails, and responding to inquiries.

Assist in handling customer queries and complaints, providing timely and accurate resolutions.

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Swiggy Careers

Requirements:

- Strong attention to detail and excellent organizational skills.
- Proficiency in using computers and familiarity with office software (e.g., Microsoft Office Suite).
- Good written and verbal communication skills.
- Ability to prioritize tasks and manage time effectively.
- Strong problem-solving skills and ability to handle multiple tasks simultaneously.
- Flexibility and adaptability to work in a fast-paced and dynamic environment.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Basic knowledge of office procedures and equipment.

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

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