



<https://jobfever.govhelp.in/job/swiggy-recruitment-2023-online-jobs-data-entry-assistant-post/>

## Swiggy Recruitment 2023 – Online Jobs – Data Entry Assistant Post

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 9, 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 a leading online food delivery platform, revolutionizing the way people order food and experience convenience. As a Data Entry Assistant, you will play a crucial role in maintaining accurate and up-to-date data for various operational processes within the organization.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Accurately enter data into the company's database and systems, ensuring completeness and correctness.
- Verify and validate data for accuracy, consistency, and integrity, following established guidelines and quality standards.
- Prepare and maintain documents, spreadsheets, and reports to record and track various operational data.
- Organize and maintain physical and electronic files and records, ensuring easy accessibility and confidentiality.
- Coordinate and collaborate with cross-functional teams to collect, process, and share relevant data and information.
- Communicate any data discrepancies or issues to the appropriate teams for resolution and follow-up.

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#### Swiggy Careers

#### Requirements:

- Excellent attention to detail and accuracy in data entry and verification.
- Proficiency in using computer applications, including Microsoft Office (Word, Excel) and data entry software.
- Good organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong communication skills and the ability to work collaboratively in a team environment.

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

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