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Swiggy Careers 2023 – Online Jobs – Office Staff Post

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

Experience

2+ Years Experience Required

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Description

Swiggy Recruitment 2023

The Office Staff is responsible for providing general office support. This includes maintaining office supplies, coordinating mail and deliveries, providing customer service to visitors, and assisting staff with administrative tasks.

Swiggy Jobs Near Me

Responsibilities:

-Provide general office support, including coordination of mail and deliveries, maintaining office supplies, and providing customer service to visitors

-Assist staff with administrative tasks, such as filing, data entry, and transcription

-Order and maintain office equipment and supplies -Schedule and coordinate appointments

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Swiggy Careers

Requirements:

Hiring organization

Swiggy

Date posted

May 26, 2023

Valid through

31.12.2023

APPLY NOW

-1-3 year of experience in a general office support role

-Strong interpersonal skills and customer service orientation

Ability to organize and prioritize work effectively

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

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