



<https://jobfever.govhelp.in/job/swiggy-recruitment-2023-online-jobs-office-staff-posts/>

## Swiggy Recruitment 2023 – Online Jobs – Office Staff Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: Brazil

**Date posted**  
May 25, 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

### Experience

2+ Years Experience Required

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### Description

#### Swiggy Recruitment 2023

As an Office Staff member at Swiggy, you will play a vital role in supporting the smooth functioning of our office operations. Your attention to detail, organizational skills, and ability to handle various administrative tasks will contribute to maintaining an efficient and productive work environment.

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#### Swiggy Jobs Near Me

#### Responsibilities:

1. Administrative Support: Provide general administrative support, including managing incoming and outgoing correspondence, scheduling appointments, maintaining office supplies, and organizing office documentation. Assist in coordinating travel arrangements and logistics for team members as needed.
2. Communication and Coordination: Serve as a point of contact for internal and external stakeholders, handling phone calls, emails, and inquiries professionally and efficiently. Collaborate with cross-functional teams to ensure effective communication and coordination of office activities.
3. Data Entry and Reporting: Assist in data entry and maintenance of records,

ensuring accuracy and confidentiality. Prepare reports, presentations, and spreadsheets as required. Contribute to the organization and management of data, ensuring it is easily accessible and up-to-date.

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#### Swiggy Careers

#### Requirements:

1. **Organizational Skills:** Strong organizational and time management skills to prioritize tasks, meet deadlines, and handle multiple responsibilities simultaneously. The ability to maintain attention to detail while managing various administrative duties is essential.
2. **Communication Skills:** Excellent written and verbal communication skills to interact with colleagues, clients, and visitors in a professional and friendly manner. The ability to effectively convey information and collaborate with diverse individuals is important.
3. **Proficiency in Office Software:** Strong computer skills, including proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook). Familiarity with productivity tools such as Google Suite or project management software is a

#### Important Links

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

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