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## Swiggy Recruitment 2023 – Swiggy Careers – Data Entry Cum Back Office Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
August 2, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 12,000 - USD 16,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Swiggy Recruitment 2023

The Data Entry Cum Back Office is responsible for entering and maintaining data in Swiggy's systems, as well as providing administrative and operational support to the back office team. This includes tasks such as data entry, customer support, and resolving customer inquiries. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Enter and maintain data in Swiggy's systems.
- Provide customer support to Swiggy's customers.
- Resolve customer inquiries.
- Other back office tasks as assigned.

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#### Swiggy Careers

#### Requirements:

- Excellent organizational and time management skills.
- Strong attention to detail.

- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.

**Important Links** Excellent typing skills.

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

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