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Zomato Careers 2023 - All India Job - Office Executive Posts

Hiring organization
Zomato

Job Location

India
Remote work from: IND

Date posted
August 17, 2023

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Valid through
31.12.2023

Base Salary

USD 12,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Zomato Recruitment 2023

The Office Executive is responsible for providing administrative support to the Operations team. This includes tasks such as managing calendars and schedules, preparing reports, handling correspondence, and providing customer service. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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Responsibilities:

- Manage calendars and schedules for the Operations team
- Prepare reports and presentations
- Handle correspondence, both internal and external
- Provide customer service to internal and external customers
- Other administrative tasks as assigned

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Zomato Careers

Requirements:

- Strong organizational and time management skills

- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team

Important Links Attention to detail

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

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