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Zomato Careers 2023 – All India Jobs – Office Executive Post

Hiring organization
Zomato

Job Location

India
Remote work from: IND

Date posted
September 15, 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

Zomato is looking for a highly motivated and organized Office Executive to join our team. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to work independently and as part of a team.

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Zomato Jobs Near Me

Responsibilities:

- Filing and organizing documents in a systematic and efficient manner.
- Preparing and maintaining reports accurately and timely.
- Answering phones and responding to emails in a professional and timely manner.
- Providing customer service to employees and vendors in a friendly and helpful manner.
- Ordering office supplies as needed.
- Maintaining the office environment by keeping it clean and organized.

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Zomato Careers

Requirements:

- Excellent organizational skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

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

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