

Zomato Careers 2023 – Free Jobs Alerts – Back Office Executive Jobs

Hiring organization
Zomato

Job Location

India
Remote work from: IND

Date posted
October 3, 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

We are looking for a highly organized and detail-oriented Back Office Executive to join our team at Zomato. As a Back Office Executive, you will be responsible for a variety of administrative and support tasks, such as processing orders, managing customer inquiries, and generating reports.

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Zomato Jobs Near Me

Responsibilities:

- Process customer orders and ensure timely delivery
- Manage customer inquiries and provide excellent customer service
- Generate reports on sales, orders, and other key metrics
- Assist with other back-office tasks, such as managing inventory and reconciling accounts

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Zomato Careers

Requirements:

- Strong organizational and time management skills
- Excellent customer service skills

- Ability to work independently and as part of a team

Important Skills

Excellent communication and interpersonal skills

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

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