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## Zomato Careers 2023 – Freshers Job – Office Executive Posts

**Hiring organization**  
Zomato

### Job Location

India  
Remote work from: IND

**Date posted**  
August 25, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 12,000 - USD 18,000

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### 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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#### Zomato Jobs Near Me

#### 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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