

Zomato Careers 2023 – Jobs Near Me – Back Office Executive Post

Hiring organization

Zomato

Date posted

May 15, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

USD 15,000 - USD 18,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Zomato Recruitment 2023

The back office executive will be responsible for the day-to-day operations of the back office.

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Responsibilities:

- Coordinate and manage all back-office activities
- Supervise and monitor the work of the back office staff
- Manage inventory and maintain records of stock
- Assist in preparing reports and other documents

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Zomato Careers

Requirements:

- Proven experience as a back office executive or in a similar role

- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills
- Able to work independently and take initiative

Proficient in MS Office

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