



<https://jobfever.govhelp.in/job/zomato-careers-2023-jobs-near-me-back-office-staff-post/>

Zomato Recruitment 2023 – Jobs Near Me – Back Office Staff Post

Hiring organization
Zomato

Job Location

India
Remote work from: India

Date posted
May 10, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Zomato Recruitment 2023

The Back Office Staff is responsible for a wide range of clerical and administrative tasks that support the efficient operation of the office.

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Zomato Jobs Near Me

Responsibilities:

- Answer, screen, and direct phone calls
- Greet and welcome guests to the office
- Organize and schedule appointments
- Maintain contact lists
- Produce and distribute correspondence, memos, letters, forms, and reports

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Zomato Careers

Requirements:

- Prior experience in an administrative role
- Excellent customer service skills

Strong organizational skills

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