



<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

### Valid through

31.12.2023

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### 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

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

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