



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

## Zomato Recruitment 2023 – Jobs Near Me – Free Job Alert – Back Office Executive Post

**Hiring organization**  
Zomato

### Job Location

India  
Remote work from: India

**Date posted**  
May 16, 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 executive will be responsible for the day-to-day operations of the back office.

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#### Zomato Jobs Near Me

#### 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

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

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