



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

Zomato Careers 2023 – Private Jobs – Back Office Staff Job

Hiring organization
Zomato

Job Location

India
Remote work from: Brazil

Date posted
June 1, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Zomato Recruitment 2023

We are seeking dedicated and detail-oriented individuals to join our team at Zomato as Back Office Staff. As a Back Office Staff member, you will play a vital role in supporting the smooth functioning of our back-office operations. This position requires excellent organizational skills, attention to detail, and the ability to handle multiple tasks simultaneously.

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Zomato Jobs Near Me

Responsibilities:

- Maintain and update records and databases accurately and efficiently.
- Perform data entry tasks with a high level of accuracy, ensuring data integrity and confidentiality.
- Organize and maintain physical and electronic files, ensuring easy retrieval and accessibility.
- Prepare and process various documents, such as contracts, invoices, and employee records.
- Verify and update documentation to comply with company policies, legal requirements, and industry standards.
- Provide general administrative support, including managing correspondence, scheduling meetings, and making travel arrangements.
- Coordinate with internal teams to ensure smooth communication and

collaboration.

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Zomato Careers

Requirements:

- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Attention to detail and accuracy in data entry and documentation.
- Proficiency in using computer applications, such as MS Office (Word, Excel, and Outlook).
- Excellent verbal and written communication skills.
- Ability to work independently and collaboratively in a team environment.
- Strong problem-solving skills and the ability to adapt to changing situations.

Important Links

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

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