

Zomato Careers 2023 – Private Jobs – Free Job Alert – Office Staff Posts

Hiring organization

Zomato

Date posted

May 19, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work possible

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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

Zomato, a leading food delivery and restaurant discovery platform, is seeking energetic and organized individuals to join our team as Office Staff. As an Office Staff member, you will play a crucial role in ensuring the smooth operation of our office environment. Your multitasking abilities, attention to detail, and strong organizational skills will contribute to creating a productive and efficient workplace.

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Zomato Jobs Near Me

Responsibilities:

1. Administrative Support: Provide general administrative support to the office, including managing incoming and outgoing correspondence, maintaining records, scheduling appointments, and coordinating meetings. Assist in organizing office events and maintaining office supplies. Handle telephone calls and redirect them to the appropriate personnel.
2. Data Entry and Documentation: Enter and maintain data accurately in designated systems and databases. Assist in creating and updating various documents, reports, and presentations. Handle file management, including organizing and archiving documents for easy retrieval.
3. Office Coordination: Collaborate with different teams and departments to ensure smooth communication and workflow within the office. Assist in coordinating office logistics, such as travel arrangements, visitor

management, and office maintenance. Provide support in organizing meetings, preparing agendas, and taking meeting minutes as required.

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Zomato Careers

Requirements:

1. Organization and Time Management: Strong organizational skills to manage multiple tasks and prioritize workload effectively. Ability to meet deadlines and work under minimal supervision. Attention to detail to ensure accuracy in data entry and documentation.
2. Communication and Interpersonal Skills: Excellent written and verbal communication skills to interact with colleagues, clients, and visitors in a professional manner. Ability to maintain confidentiality and handle sensitive information. Team player mindset with a positive and friendly attitude.
3. Computer Proficiency: Proficient in using MS Office applications (Word, Excel, PowerPoint, Outlook). Familiarity with office equipment and basic troubleshooting skills. Quick learner and adaptability to new software and

Important Links

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

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