



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

Zomato Careers 2023 – Private Jobs – Office Executive Job

Hiring organization
Zomato

Job Location

India
Remote work from: Brazil

Date posted
May 26, 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

As an Office Executive at Zomato, you will be an integral part of our administrative team, providing essential support to ensure the smooth operation of our office. You will be responsible for managing day-to-day office activities, coordinating with various departments, and assisting in administrative tasks.

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Zomato Jobs Near Me

Responsibilities:

- Manage office operations and ensure a well-organized and efficient working environment.
- Coordinate with different teams and departments to facilitate effective communication and collaboration.
- Handle incoming calls, emails, and other forms of correspondence, directing them to the appropriate staff members.
- Assist in scheduling meetings, appointments, and travel arrangements for team members.
- Prepare and distribute documents, reports, and presentations as required.
- Support in data entry, record-keeping, and documentation tasks.
- Maintain professional and effective communication with team members and external contacts.
- Respond to customer queries and resolve issues in a timely and satisfactory

manner.

- Uphold a positive and welcoming image of the company through excellent customer service.

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Zomato Careers

Requirements:

- Excellent verbal and written communication skills in English. Proficiency in additional regional languages would be an advantage.
- Strong organizational and time management abilities, with the capacity to prioritize tasks and meet deadlines.
- Proficiency in using office software, including MS Office (Word, Excel, PowerPoint, Outlook) and other relevant tools.
- Attention to detail and accuracy in performing administrative tasks.
- Ability to handle multiple responsibilities simultaneously and adapt to changing priorities.
- Strong interpersonal skills with the ability to interact effectively with colleagues and external contacts.

Important Links

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

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