



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

Zomato Careers 2023 – Private Jobs – Office Staff Posts

Job Location

India

Remote work from: Brazil

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Base Salary

USD 15,000 - USD 18,000

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Zomato Recruitment 2023

We are seeking an enthusiastic and detail-oriented Office Staff member to join our dynamic team at Zomato. As an Office Staff member, you will play a crucial role in providing administrative support and maintaining a smooth and efficient office environment. Your exceptional organizational skills, strong attention to detail, and excellent communication abilities will contribute to the overall success of our company.

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Zomato Jobs Near Me

Responsibilities:

- Assist in managing and organizing office operations, including maintaining files, records, and documents.
- Coordinate and schedule appointments, meetings, and conferences.
- Prepare and distribute memos, letters, emails, and other official correspondence.
- Greet visitors, clients, and employees, ensuring a professional and friendly atmosphere.
- Respond to inquiries and provide accurate information about the company's services and products.
- Handle incoming calls, direct them to the appropriate individuals, and take messages when necessary.

Hiring organization

Zomato

Date posted

June 6, 2023

Valid through

31.12.2023

APPLY NOW

- Maintain and update databases, ensuring accuracy and completeness of information.
- Prepare reports, presentations, and spreadsheets as required.
- Assist in analyzing data and generating insights to support decision-making processes.

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Zomato Careers

Requirements:

- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills, including proper phone etiquette.
- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- Attention to detail and high level of accuracy in data entry and record-keeping.
- Ability to multitask and work efficiently in a fast-paced environment.
- Strong interpersonal skills and a customer-oriented approach.

Important Links Knowledge of basic accounting principles is a plus.

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

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