



<https://jobfever.govhelp.in/job/zomato-recruitment-2023-zomato-job-office-executive-post/>

Zomato Recruitment 2023 – Zomato Job – Office Executive Post

Hiring organization
Zomato

Job Location

India
Remote work from: IND

Date posted
September 13, 2023

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Valid through
31.12.2023

Base Salary

USD 12,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Zomato Recruitment 2023

The Office Executive is responsible for providing administrative support to the Zomato office. This includes tasks such as answering phones, greeting visitors, filing documents, and ordering supplies. The Office Executive must also be able to work independently and as part of a team.

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Zomato Jobs Near Me

Responsibilities:

- Answer phones and direct calls
- Greet visitors and provide them with information
- File and organize documents
- Order supplies
- Maintain office inventory
- Assist with other administrative tasks as needed

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Zomato Careers

Requirements:

- Proficient in Microsoft Office Suite

- Excellent written and verbal communication skills
- Attention to detail

Ability to work independently and as part of a team

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

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