

## Zomato Recruitment 2023 – Zomato Job – Office Executive Posts

**Hiring organization**  
Zomato

### Job Location

India  
Remote work from: IND

**Date posted**  
September 25, 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

**Important Links** Ability to work independently and as part of a team **Find the Link in [Apply Now](#) Button**

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