Zomato Recruitment 2024 – Jobs For Freshers – Office Assistant Post

Hiring organization
Zomato

Job Location
India
Remote work from: IND

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Date posted
January 10, 2024

Valid through
31.08.2024

APPLY NOW

Base Salary
USD 14,600 - USD 20,100

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Zomato Recruitment 2024

We're seeking a proactive and organized Office Assistant to join our vibrant team. You'll play a crucial role in keeping our office running smoothly and efficiently, providing administrative support to our busy team members. As the friendly face behind the scenes, you'll be the heartbeat of our operations, ensuring everyone has what they need to thrive.

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Zomato Jobs Near Me

Responsibilities:

- Greet visitors and handle incoming calls with professionalism and a welcoming smile.
- Efficiently manage phone lines and email inboxes, directing inquiries and messages to the appropriate team members.
- Prepare, edit, and proofread documents with accuracy and attention to detail.
- Maintain a well-organized filing system for both physical and digital documents.
- Coordinate calendars and schedules, booking meetings and travel arrangements.
- Order and manage office supplies, ensuring a well-stocked environment.

Zomato Careers

Skills:

- Excellent communication and interpersonal skills, with a confident and friendly demeanor.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is essential.
- A detail-oriented individual with a knack for accuracy and efficiency.
- Ability to work independently and as part of a team, demonstrating initiative and flexibility.

Important Links

Find the Link in Apply Now Button