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## Zomato Recruitment 2024 – Jobs Near Me – Office Executive Post

**Hiring organization**  
Zomato

### Job Location

India  
Remote work from: IND

**Date posted**  
January 8, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 14,000 - USD 20,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Zomato Recruitment 2024

Zomato is looking for a highly motivated and organized Office Executive to join our team. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to work independently and as part of a team.

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#### Zomato Jobs Near Me

#### Responsibilities:

- Filing and organizing documents in a systematic and efficient manner.
- Preparing and maintaining reports accurately and timely.
- Answering phones and responding to emails in a professional and timely manner.
- Providing customer service to employees and vendors in a friendly and helpful manner.
- Ordering office supplies as needed.
- Maintaining the office environment by keeping it clean and organized.

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#### Zomato Careers

#### Requirements:

Zomato

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- Excellent organizational skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

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

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