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SWIGGY Recruitment 2023 – 2+Years Exp.- Job Application – Front Office Post

Hiring organization
Swiggy

Job Location

India
Remote work from: India

Date posted
May 8, 2023

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Valid through
31.12.2023

Base Salary

Rs. 22,000 - Rs. 42,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Swiggy Recruitment 2023

At SWIGGY, we are dedicated to delivering exceptional experiences to our customers. We are currently seeking a highly motivated and customer-oriented individual to join our team as a Front Office Associate. As a Front Office Associate, you will be the first point of contact for our valued customers, providing a warm and professional welcome. Your excellent communication and interpersonal skills will play a crucial role in ensuring customer satisfaction and maintaining a positive brand image.

Swiggy Jobs Near Me

The Project Manager will also be responsible for developing and managing client relationships, as well as acting as a primary point of contact for all project-related communications.

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Swiggy Jobs Careers

his position will require experience in project management, scheduling, budgeting, and post-production. The Project Manager, Post will report to the Executive Producer.

Job Application

Responsibilities:

1. Team Management:
 - Lead and inspire a team of professionals, fostering a collaborative and inclusive work culture.
 - Set clear expectations, provide guidance, and support team members in achieving their individual and team goals.
 - Conduct regular team meetings to facilitate effective communication, share project updates, and address any challenges or concerns.
 - Identify and utilize team members' strengths to optimize performance and productivity.
2. Project Delivery:
 - Oversee the planning, execution, and delivery of projects within specified timelines and budgets.
 - Collaborate with stakeholders to gather requirements, define project scope, and ensure alignment with business objectives.
 - Monitor project progress, identify potential risks or issues, and take proactive measures to mitigate them.
 - Ensure adherence to quality standards, best practices, and project management methodologies.
3. Client Relationship Management:
 - Build and maintain strong relationships with clients, understanding their needs and expectations.
 - Act as a point of contact for client communication, providing regular updates on project status, addressing queries, and managing expectations.
 - Proactively identify opportunities to enhance client satisfaction and identify potential areas for business growth.
 - Resolve client escalations in a timely and professional manner, ensuring a high level of customer service.

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Skills and Qualifications:

- Bachelor's degree in a relevant field (e.g., Computer Science, Information Technology, Engineering) or equivalent work experience.
 - Excellent leadership abilities with a proven track record of successfully managing and motivating teams.
 - Strong interpersonal and communication skills, both written and verbal, to effectively collaborate with team members, stakeholders, and clients.
 - Sound knowledge of project management methodologies and tools to drive successful project delivery.
 - Analytical thinking and problem-solving skills to identify and address challenges in a proactive and efficient manner.
 - Ability to multitask, prioritize workloads, and manage time effectively to meet deadlines.
 - Proficient in using relevant software applications and tools related to project management and team collaboration.
- **Experience as a Fresher:**
- No prior work experience is required. However, any customer service experience or internships in hospitality, retail, or similar industries would be beneficial.

Join our dynamic and customer-focused team at SWIGGY and contribute to creating exceptional experiences for our valued customers. We offer a collaborative work environment, growth opportunities, and a chance to be part of an innovative and fast-paced organization.

Important Links

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

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