



<https://bestjob.jobsareahub.com/job/swiggy-recruitment-2023-2-years-experince-required-virtual-assistant-post/>

Swiggy Recruitment 2023 – 2+ Years Experince Required – Virtual Assistant Post

Hiring organization
Swiggy

Job Location

India
Remote work from: India

Date posted
April 1, 2023

Valid through
31.12.2025

Base Salary

Rs. 19,000 - Rs. 29,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time, Work From Home

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Description

Swiggy Recruitment 2023

The Virtual Assistant will provide administrative and technical support to the Chief Technology Officer. The Virtual Assistant will work closely with the CTO to manage day-to-day operations, and assist with special projects as needed. This is a remote position.

Swiggy Jobs Near Me

Responsibilities:

- -Manage day-to-day operations of the company
- -Coordinate and manage communication between the CTO and team members
- -Assist with special projects as needed
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Work From Home Jobs

Requirements:

- -At least 2 years of experience providing administrative and technical

support

-Strong familiarity with Microsoft Office Suite

-Familiarity with project management software (e.g. Asana, Trello)

-Fluency in English

Important Links

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

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