



<https://bestjob.jobsareahub.com/job/swiggy-recruitment-2023-2years-experience-required-administrative-analyst-post/>

## Swiggy Recruitment 2023 – 2+Years Experience Required – Administrative Analyst Post

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: India

**Date posted**  
May 6, 2023

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**Valid through**  
31.12.2025

### 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

The ideal candidate for this role will be an organized and motivated individual with a strong interest in the administrative field.

### Swiggy Jobs Near Me

He or she must be able to handle multiple tasks simultaneously and possess excellent communication and interpersonal skills. The Administrative Analyst will be responsible for providing administrative support to the department and its staff.

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### Swiggy Jobs Careers

The ideal candidate for this role will be an organized and motivated individual with a strong interest in the administrative field. He or she must be able to handle multiple tasks simultaneously and possess excellent communication and interpersonal skills. The Administrative Analyst will be responsible for providing administrative support to the department and its staff.

**Duties may include, but are not limited to:**

- Answering phones and greeting guests
- Coordinating departmental meetings and events
- preparing meeting minutes
- Maintaining filing system and database
- Preparation of correspondence, reports, and other documents
- Ordering and maintaining office supplies

**The ideal candidate will have:**

- Proven experience as an administrative assistant or in a related field
- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills
- Ability to work independently and handle multiple tasks simultaneously.

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

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