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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

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

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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

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