



<https://bestjob.jobsareahub.com/job/swiggy-recruitment-2023-work-from-home-back-office-admin-job/>

## Swiggy Recruitment 2023 – Work From Home – Back Office Admin Job

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: India

**Date posted**  
January 18, 2023

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**Valid through**  
30.04.2023

### 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 ideal candidate will have excellent organizational and communication skills, as well as experience with office administration.

### Swiggy Jobs Near Me

#### Qualifications:

- High school diploma or equivalent
- 2 years of experience in administrative support role
- Excellent organizational skills
- Strong attention to detail

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### Work From Home Jobs

This position is responsible for managing the company's customer contact lists, preparing proposals and quotes, and maintaining records and filing systems.

#### Responsibilities:

- Maintaining customer contact lists
- Preparing proposals and quotes
- Maintaining records and filing systems

Providing administrative support to sales and marketing teams

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

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