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Swiggy Recruitment 2023 – Work From Home – Back Office Admin Post

Hiring organization
Swiggy

Job Location

India
Remote work from: India

Date posted
January 16, 2023

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Valid through
30.04.2023

Base Salary

Rs. 17,000 - Rs. 23,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time, Work From Home

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Description

Swiggy Recruitment 2023

Back Office Admin Job Released in Swiggy. The Back Office Admin will provide general administrative and clerical support to the company.

Swiggy Jobs Near Me

This will include, but is not limited to, answering phones, preparing correspondence, scheduling appointments, and organizing files. The ideal candidate will be able to work independently with minimal supervision and be a team player.

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Work From Home Jobs

Responsibilities:

- Answer phones and provide customer service
- Prepare correspondence, memos, and other documents
- Schedule appointments and organize calendars
- Organize and track files
- Copy, scan, and fax documents

-Other general administrative duties as assigned

Swiggy Jobs For Freshers

Requirements:

-High school diploma or equivalent

-1+ years of general administrative experience

-Strong computer skills, including Microsoft Office Suite

-Familiarity with office equipment (copier, scanner, fax machine)

Important Links

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

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