



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

## 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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