



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

Swiggy Recruitment 2023 – Work From Home – Back Office Executive 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 Back Office Executive is responsible for the operation of the back office and ensuring that all back office functions are carried out in an effective and efficient manner.

Swiggy Jobs Near Me

Qualifications:

- Proficient in Microsoft Office Suite
- Excellent organizational and time management skills
- Strong attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Excellent communication and interpersonal skills
- Strong organizational skills

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Work From Home Jobs

The Back Office Executive is responsible for all the clerical and administrative work in the office. overseeing the work of the back office staff, and ensuring that all administrative tasks are completed in a timely manner.

Responsibilities:

- Manage and maintain office files, records, and documentation
- Order and maintain office supplies
- Maintain office equipment
- Greet and direct visitors
- Answer and screen phone calls
- Take dictation and minutes of meetings

Type letters, memos, and reports.

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

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