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Swiggy Recruitment 2023 – Work From Home – Front Office Assistant Job

Hiring organization
Swiggy

Job Location

India
Remote work from: India

Date posted
January 17, 2023

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

They will also be responsible for preparing meeting rooms and handling mail and deliveries. The front office assistant will be responsible for ensuring the front office is clean and organized.

Swiggy Jobs Near Me

Qualifications:

- High school diploma or equivalent
- 1-3 years of experience in customer service or hospitality
- Strong communication and interpersonal skills
- Excellent organizational skills

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Work From Home Jobs

The Front Office Assistant is responsible for performing a wide range of clerical and administrative duties to support the work of the front office.

Responsibilities:

- Answer and direct phone calls
- Manage and maintain front office email account
- Greet and assist visitors
- Sort and distribute mail

Order and maintain office supplies

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

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