

Back Office Assistant In Swiggy – Job Seeker – Job Vacancy Near Me

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted
February 15, 2024

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Valid through
31.08.2024

Base Salary

USD 17 - USD 24

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Swiggy Recruitment

This versatile role offers diverse tasks and exposure to different teams. You'll provide administrative support, manage data, and tackle various projects with meticulous attention to detail. Your organization, communication, and problem-solving skills will be essential in keeping things on track and assisting departments across the board.

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Swiggy Jobs near me

Responsibilities:

- **Provide Administrative Support:** Assist various teams with tasks like scheduling meetings, maintaining calendars, organizing documents, and preparing presentations.
- **Data Management:** Ensure accuracy and completeness by entering, verifying, and organizing data across various systems and formats.
- **Project Assistance:** Support ongoing projects with research, data analysis, and administrative tasks as needed.
- **Communication Hub:** Effectively communicate with different departments, relaying information clearly and promptly.
- **Problem-Solving:** Identify and address administrative challenges proactively, finding solutions to ensure smooth operations.
- **Adaptability and Flexibility:** Embrace new tasks and readily adapt to changing priorities within the fast-paced environment.

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Swiggy Careers

Skills:

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficiency in MS Office Suite and other relevant software tools.
- Ability to multitask and prioritize effectively in a dynamic environment.
- Problem-solving and analytical skills.
- Teamwork and collaboration skills.

Tags: Swiggy recruitment, job opportunities, career, hiring, job search, job application, Swiggy careers, work at Swiggy, job openings, job vacancies, job opportunities at Swiggy, Swiggy jobs, Swiggy recruitment 2024, Swiggy hiring 2024

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