

## Back Office Coordinator – Jobs Near Me – Swiggy Careers For Freshers

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
March 5, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 18 - USD 25

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## Back Office Coordinator

Do you have a knack for organization and a keen eye for detail? Are you passionate about ensuring smooth operations behind the scenes? If so, then a Back Office Coordinator role at Swiggy might be the perfect fit for you!

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### Swiggy Jobs near me

#### Responsibilities:

- Process and maintain essential back-office documents, such as invoices, receipts, and reports.
- Provide administrative support to various departments within Swiggy.
- Assist with data entry and management, ensuring data accuracy and integrity.

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## Swiggy Careers

### Skills:

- Excellent organizational skills with a strong ability to prioritize tasks and meet deadlines.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Strong attention to detail and accuracy.

**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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