

## Back Office Executive – Fast Job Search – Zepto Jobs Near Me

**Hiring organization**  
Zepto

### Job Location

India  
Remote work from: IND

**Date posted**  
February 20, 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

## Back Office Executive

Do you thrive in a fast-paced environment and enjoy ensuring smooth operations behind the scenes? Are you detail-oriented, organized, and possess excellent communication skills? If you're looking for a dynamic role that contributes to Zepto's mission of delivering groceries in 10 minutes, then the Back Office Executive position could be your perfect fit!

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### Zepto Jobs near me

#### Responsibilities:

- **Be the customer hero:** Address customer inquiries and concerns related to orders, deliveries, refunds, and app functionality, ensuring prompt and effective resolution.
- **Master of information:** Maintain comprehensive knowledge of Zepto policies, promotions, and delivery processes to provide accurate and reliable support.
- **Communication champion:** Build rapport with customers through active listening, empathetic communication, and positive problem-solving.
- **Data detective:** Analyze customer feedback and identify trends to improve service quality and enhance the Zepto experience.
- **Team player:** Collaborate effectively with internal teams, including operations and quality assurance, to ensure smooth customer journeys.

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### **Zepto Careers**

#### **Skills:**

- Minimum high school diploma or equivalent.
- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Proficient in basic computer applications (MS Office Suite).
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Positive attitude, adaptability, and willingness to learn.

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

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