

Back Office Executive Jobs – Private Jobs – Urgent Hiring in Zepto

Hiring organization
Zepto

Job Location

India
Remote work from: IND

Date posted
February 6, 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

Zepto Careers

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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