

Back Office Staff Post In Zepto – Job Search – Urgent Vacancy in Zepto

Hiring organization
Zepto

Job Location

India
Remote work from: IND

Date posted
February 29, 2024

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Valid through
31.08.2024

Base Salary

USD 15 - USD 21

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Back Office Staff Post In Zepto

As a Back Office Associate, you'll play a vital role in supporting the smooth operation of our business. You'll work closely with various departments to ensure efficient data management, accurate record-keeping, and seamless administrative support.

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Responsibilities:

- **Data Entry and Management:** Maintain accurate and up-to-date records in our internal systems, including customer information, order processing, and inventory management.
- **Administrative Support:** Provide efficient assistance to various departments by handling tasks like scheduling meetings, preparing reports, and managing documentation.
- **Quality Control:** Ensure the accuracy and completeness of data by conducting regular checks and maintaining high standards of quality control.

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Zepto Careers

Skills:

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in using computer applications like MS Office Suite.
- Ability to work independently and as part of a team.
- Adaptability and willingness to learn new skills.

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