

## Swiggy Careers For Freshers – Latest Job Notification – Back Office Executive

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
February 16, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 12 - USD 24

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## Swiggy Careers For Freshers

Join Swiggy, India's leading food delivery platform, as a Back Office Executive and become the hidden gem behind every happy meal! In this dynamic role, you'll be the engine that keeps Swiggy humming, supporting customer care, managing orders, and ensuring a seamless experience for both foodies and delivery partners.

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#### Responsibilities:

- **Customer Happiness Champion:** Handle customer inquiries and requests with a smile, resolving issues and ensuring their Swiggy experience is always top-notch.
- **Order Maestro:** Process orders efficiently, track deliveries, and communicate updates to ensure food arrives hot and fresh, every time.
- **Data Detective:** Analyze reports, identify trends, and provide valuable insights to improve operational efficiency and customer satisfaction.

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## Swiggy Careers

### Skills:

- **Problem-Solver:** Excellent analytical and problem-solving skills to handle customer inquiries, troubleshoot issues, and find creative solutions.
- **Communication Champion:** Strong written and verbal communication skills to effectively interact with customers, delivery partners, and internal teams.
- **Tech-Savvy:** Proficient in basic computer applications (word processing, spreadsheets, email) and comfortable navigating internal systems.
- **Multitasking Master:** Ability to prioritize tasks, manage deadlines, and stay calm under pressure in a fast-paced environment.

**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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### Important Links

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