

## Swiggy Job Careers – Fast Job Search – Back Office Executive For Freshers

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
January 19, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 12 - USD 18

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## Swiggy Job Careers

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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### Swiggy Jobs near me

#### 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 Jobs Jobs, recruitment, job opportunities, career, hiring, job search, job application, Swiggy Jobs careers, work at Swiggy Jobs, job openings, job vacancies, job opportunities at Swiggy Jobs, Swiggy Jobs jobs, Swiggy Jobs recruitment 2024, Swiggy Jobs hiring 2024

**Important Links**

**Find the Link in [Apply Now](#) Button**

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