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Swiggy Latest Job – Free Job Alerts – Back Office Freshers Jobs

Hiring organization
Swiggy

Date posted
March 28, 2024

Valid through
31.12.2024

APPLY NOW

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 13 - USD 19

Qualifications

12th Passed/Graduate

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Employment Type

Full-time, Work From Home

Description

Swiggy Recruitment 2024

Swiggy is India's leading on-demand delivery platform, revolutionizing the way people get their food. We connect millions of consumers with a vast network of restaurants, enabling a seamless food ordering and delivery experience.

Why Join Us – Back Office

The Back Office team at Swiggy is the backbone of our operations. You'll play a vital role in ensuring smooth and efficient functioning by handling critical tasks that support our day-to-day activities. This role offers the opportunity to contribute to the growth of a dynamic company while developing valuable skills in a fast-paced environment.

Swiggy Jobs Near Me

We're looking for talented individuals to join our Back Office team and work remotely from anywhere in India.

Job Summary

In this role, you'll be responsible for a variety of back-office tasks that contribute to the smooth running of Swiggy's operations. You'll work closely with different teams to ensure accuracy, efficiency, and timely completion of assigned tasks.

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Job Summary

Are you detail-oriented, tech-savvy, and thrive in a collaborative environment? If so, then this role is perfect for you! As a Back Office Associate, you'll be the backbone of our back-end operations, ensuring accuracy and efficiency in critical tasks. Your responsibilities will encompass data entry, order processing, managing records, and liaising with internal teams to maintain seamless workflow. This role is a great opportunity for freshers or individuals with experience in a similar role to build strong administrative skills, gain exposure to the food delivery industry, and be part of a dynamic and fast-growing company.

Key Responsibilities:

- **Data Entry:** You'll be responsible for accurate and efficient data entry of various details related to orders, customers, restaurants, and partners.
- **Order Processing:** Manage and process orders, ensuring timely updates and smooth flow through the system.
- **Record Management:** Maintain accurate and organized records of transactions, customer interactions, and other relevant data.
- **Communication & Collaboration:** Effectively communicate with internal teams like customer support and delivery partners to resolve queries and maintain coordination.
- **Reporting & Analysis:** Assist with generating reports and analyzing data to identify trends and provide insights for operational improvements.
- **Technical Skills:** Be proficient in using computers and comfortable working with various software applications.

Required Skills & Qualifications:

- Minimum qualification of 10th standard pass or equivalent.
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving abilities.
- Ability to prioritize tasks, manage time effectively, and meet deadlines.
- Meticulous attention to detail and a commitment to accuracy.
- Proficient in using computer applications like MS Office Suite (Word, Excel, PowerPoint).
- Adaptability and willingness to learn new processes and technologies.

Experience:

- This role is ideal for both freshers and individuals with 0-2 years of experience in a similar administrative or back-office role.

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Why Join Swiggy?

Swiggy offers more than just a job; it's an opportunity to be part of a vibrant and innovative company that's shaping the future of convenience. Here's what awaits you:

- **Growth Opportunities:** Swiggy provides a stimulating work environment where you can learn, grow, and challenge yourself. We offer regular training programs and development opportunities to help you hone your skills and advance your career.
- **Dynamic Work Culture:** We foster a collaborative and supportive work culture where your ideas are valued, and you'll work alongside a talented team passionate about making a difference.
- **Competitive Benefits:** Swiggy offers a comprehensive benefits package, including health insurance, paid time off, and other perks to support your well-being.
- **Remote Work Flexibility:** Enjoy the flexibility of working remotely from anywhere in India. Maintain a healthy work-life balance and work in an environment that suits you best.
- **Be Part of the Future:** Contribute to a company at the forefront of the on-demand delivery revolution. Make a real impact on how people experience convenience.

Application Process

Ready to join the Swiggy family? Head over to our careers page and apply for the Back Office Associate position! We look forward to hearing from you.

Join Us and Make a Difference!

We're searching for enthusiastic and detail-oriented individuals who are passionate about accuracy and efficiency. If you're eager to learn, contribute to a fast-paced environment, and be part of a company redefining convenience, then apply today! As a Back Office Associate, you'll play a vital role in ensuring Swiggy continues to deliver exceptional experiences for millions of users.

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