

Swiggy Recruitment 2023 – Freshers Job – Office Executive Post

Hiring organization
Swiggy

Job Location

India
Remote work from: IND

Date posted
December 28, 2023

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Valid through
30.06.2024

Base Salary

USD 12,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Swiggy Recruitment 2023

In this crucial role, you'll orchestrate a smooth operational flow, handling essential tasks and providing proactive support to keep Swiggy humming like a well-oiled machine.

Swiggy Jobs near me

Responsibilities:

- **Master of Time:** Manage calendars and appointments for teams, schedule meetings, and ensure everyone stays on track for maximum efficiency.
- **Document Maestro:** Maintain accurate records, files, and databases, ensuring information is readily available and organized for all departments.
- **Admin Ace:** Handle essential tasks like document preparation, data entry, and communication, providing proactive support to keep the office running smoothly.

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Swiggy Careers

Skills:

- **Communication Clarity:** Excellent written and spoken English, with the ability to communicate effectively with diverse stakeholders.
- **Organization Champion:** Proficient in time management, scheduling, and maintaining a clutter-free and organized workspace.
- **Detail Detective:** Possess a keen eye for accuracy and a meticulous

approach to handling documents and data.

- **Tech-Savvy Navigator:** Comfortable with basic computer applications and office software.

Important Links

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

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