Swiggy Recruitment 2024 – Freshers Job – Back Office Executive Post

Job Location
India
Remote work from: IND

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Base Salary
USD 12,000 - USD 18,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Hiring organization
Swiggy

Date posted
December 30, 2023

Valid through
31.08.2024

APPLY NOW

Description

Swiggy Recruitment 2024

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.

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.

Important Links

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

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