Swiggy Recruitment 2024 – Freshers Job – Data Entry Executive Post

Hiring organization
Swiggy

Date posted
January 4, 2024

Valid through
31.08.2024

APPLY NOW

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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Description

Swiggy Recruitment 2024

As a Swiggy Data Entry Executive, you'll wear many hats with pride, each one ensuring information flows smoothly and fuels the engine of delivery magic. From meticulously entering restaurant details and customer data to updating menus and verifying orders, your dedication to accuracy and organization will be the invisible superheroes ensuring every meal finds its happy ending. You'll be the foundation on which the customer journey rests, making sure every piece of information is squeaky clean and ready to pave the way for millions of satisfied smiles.

Swiggy Jobs near me

Responsibilities:

- **Data Dynamo:** Accurately and efficiently enter restaurant details, menu items, customer information, and order data into designated systems, ensuring every bite is accounted for.
- **Validation Vigilante:** Double-check entered data for accuracy and completeness, identifying and rectifying any discrepancies before they impact deliveries or hungry customers.
- **Accuracy Architect:** Maintain and update databases meticulously, ensuring information is readily accessible and organized for smooth order fulfillment and happy deliveries.
- **Communication Champion:** Assist internal teams (Operations, Customer Support) by providing accurate data and resolving queries related to orders and customer details.

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Swiggy Careers

Skills:

- **Typing Speed & Accuracy:** Excellent typing skills with a minimum speed of [mention expected speed] words per minute and a keen eye for detail.
- **Computer Proficiency:** Strong proficiency in MS Office Suite (Word, Excel, PowerPoint) and data entry software.
- **Attention to Detail:** Ability to work meticulously and identify and rectify errors in data or information.
- **Organizational Skills:** Strong organizational skills to manage multiple tasks effectively and maintain data accuracy.

Important Links ## Find the Link in [Apply Now](https://targetjob.govhelp.in) **Button**

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