

## Virtual Assistant – All India Jobs – Zomato Vacancy Near Me

**Hiring organization**  
Zomato

### Job Location

India  
Remote work from: IND

**Date posted**  
February 23, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 16 - USD 24

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### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## Virtual Assistant

Do you have a passion for food and technology? Are you organized, detail-oriented, and possess excellent communication skills? If you're looking for a dynamic and rewarding role where you can use your talents to assist millions of foodies and contribute to Zomato's success, then the Virtual Assistant position is your perfect fit!

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### Zomato Jobs near me

#### Responsibilities:

- Addressing queries and concerns raised by restaurant partners regarding onboarding, promotions, and technical issues.
- Providing clear and informative guidance, ensuring smooth operations and a positive partnership.
- Proactively identifying and resolving potential issues before they escalate.
- Managing calendars, scheduling appointments, and coordinating communication for assigned teams.
- Preparing reports and presentations, maintaining accurate records, and performing data entry tasks.
- Assisting with other administrative duties as required to support team efficiency.

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## Zomato Careers

### Skills:

- **Excellent communication skills:** Speak and write clearly, concisely, and with empathy to build rapport with customers.
- **Active listening:** Pay close attention to customer concerns and understand their needs to provide effective solutions.
- **Problem-solving and analytical skills:** Think critically, identify root causes, and propose solutions to diverse customer issues.
- **Technical proficiency:** Comfortable navigating digital tools and Zomato platform functionalities.
- **Resilience and adaptability:** Embrace challenges, quickly learn new information, and thrive in a fast-paced environment.

**Tags:** Zomato recruitment, job opportunities, career, hiring, job search, job application, Zomato careers, work at Zomato, job openings, job vacancies, job opportunities at Zomato, Zomato jobs, Zomato recruitment 2024, Zomato hiring 2024

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