Zomato Recruitment 2023 – Freshers Job – Back Office Executive Post

Job Location
India
Remote work from: IND

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Base Salary
USD 14,000 - USD 18,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Hiring organization
Zomato

Date posted
December 22, 2023

Valid through
30.06.2024

APPLY NOW

Description

Zomato Recruitment 2023

Dive into the dynamic world of back-office support! You'll wear many hats – processing invoices and payments, maintaining data records, assisting various teams, and ensuring efficient workflows. Your organizational skills, detail-oriented nature, and collaborative spirit will be the backbone of Zomato's success, contributing to a happy and efficient environment.

Zomato Jobs near me

Responsibilities:

- **Data Mastermind:** Maintain and update databases with accuracy, ensuring information is readily available for various departments.
- **Process Champion:** Streamline workflows, manage invoices and payments, and handle administrative tasks with efficiency.
- **Team Player Extraordinaire:** Assist diverse teams with data entry, reporting, document preparation, and other administrative needs.

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Zomato Careers

Skills:

- Excellent organizational and time-management skills, juggling multiple tasks and meeting deadlines effectively.
- Strong attention to detail, ensuring accuracy in data entry, record-keeping, and administrative tasks.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and basic

computer skills.

- Strong communication and interpersonal skills to collaborate effectively with colleagues and internal teams.
- Positive attitude and willingness to learn, adapting to new processes and embracing challenges.

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

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