



<https://govhelp.in/job/swiggy-recruitment-2023-jobs-near-me-office-clerk-post-2/>

Swiggy Recruitment 2023 – Jobs Near Me – Office Clerk Post

Job Location

India
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD. 9,000 - USD. 15,000

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Swiggy Recruitment 2023

The office clerk is responsible for performing general office support tasks and providing clerical assistance to other employees.

Swiggy Jobs Near Me

Responsibilities:

- Answer and direct phone calls
- Organize and maintain office filing system
- Prepare outgoing mail for distribution
- Track office supplies and place orders as needed

(adsbygoogle = window.adsbygoogle || []).push({});

Swiggy Careers

Qualifications:

- High school diploma
- Previous experience in a administrative
- Strong typing skills and attention to detail

Important Links

Find the Link in [Apply Now](#)

(adsbygoogle = window.adsbygoogle || []).push({});

Hiring organization

Swiggy

Date posted

February 3, 2023

Valid through

31.12.2025

APPLY NOW