



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

## Swiggy Recruitment 2023 – Jobs Near Me – Office Clerk Post

### Job Location

India  
Remote work from: India

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### Base Salary

USD. 9,000 - USD. 15,000

### Qualifications

12th Pass, Graduate.

### Employment Type

Full-time

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### Description

## Swiggy Recruitment 2023

The office clerk will be responsible for handling a variety of administrative tasks in the office.

### Swiggy Jobs Near Me

### Responsibilities:

- Answer phones and direct calls as needed
- Handle mail and package deliveries
- Maintain office supplies and inventory
- Provide support to customers as needed

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### Swiggy Careers

### Qualifications:

- High school diploma
- Familiarity with Microsoft Office Suite
- Strong customer service skills

### Important Links

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

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### Hiring organization

Swiggy

### Date posted

February 1, 2023

### Valid through

31.12.2025

APPLY NOW

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