



<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](#)

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Hiring organization

Swiggy

Date posted

February 1, 2023

Valid through

31.12.2025

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