



<https://govhelp.in/job/swiggy-recruitment-2023-work-from-home-back-office-assistant-post/>

## Swiggy Recruitment 2023 – Work From Home – Back Office Assistant Post

**Hiring organization**  
Swiggy

**Job Location**

India  
Remote work from: India

**Date posted**  
January 31, 2023

**Valid through**  
31.12.2025

**Base Salary**

USD. 9,000 - USD. 15,000

APPLY NOW

**Qualifications**

12th Pass, Graduate.

**Employment Type**

Full-time, Work From Home

**Description**

### Swiggy Recruitment 2023

The Back Office Assistant provides operational and administrative support to the sales, marketing, and management teams.

**Swiggy Jobs Near Me**

**Responsibilities:**

- Handle customer inquiries and complaints
- Provide support to sales and marketing teams by preparing documents, organizing presentations, and performing other administrative tasks as needed
- Perform data entry and other clerical duties as assigned

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

**Swiggy Careers**

**Qualifications:**

- High school diploma
- 2+ years of experience in a customer service
- Strong communication and interpersonal skills

**Important Links**

Find the Link in [Apply Now](#)

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

