



<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

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Valid through
31.12.2025

Base Salary

Rs. 9,000 - Rs. 15,000

APPLY NOW

Qualifications

12th Pass, Graduate.

Employment Type

Full-time, Work From Home

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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

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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](#) Button

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