



<https://govhelp.in/job/zomato-hiring-jobs-jobs-in-bangalore-back-office-executive/>

## Zomato Hiring Jobs – Jobs in Bangalore – Back Office Executive

### Job Location

Bandikodigehalli, 562149, Bangalore, Karnataka, India

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### Base Salary

USD. 14 - USD. 20

### Qualifications

12th Pass, Graduate

### Employment Type

Full-time

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### Description

## Zomato Hiring Jobs

As a Back Office Executive, you'll play a crucial role in ensuring the smooth operation of Zomato's internal machinery. You'll be the backbone of our administrative processes, contributing to the seamless experience our customers and partners enjoy.

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### Zomato Careers

#### Responsibilities:

- **Maintain and organize essential documents:** Keep Zomato's paperwork in tip-top shape by filing, retrieving, and updating crucial records.
- **Process data with precision:** Ensure accuracy and completeness of data entry, handling invoices, payments, and other vital information.
- **Provide exceptional customer support:** Assist internal teams and departments with administrative requests, offering prompt and efficient solutions.

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### Zomato Jobs Near Me

#### Skills:

### Hiring organization

Zomato

### Date posted

January 26, 2024

### Valid through

31.08.2024

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- **Organization extraordinaire:** Juggling multiple tasks and staying on top of deadlines is your superpower.
- **Accuracy ninja:** You have a keen eye for detail and a zero-tolerance policy for errors.
- **Communication champion:** You can clearly and concisely convey information both verbally and in writing.
- **Tech-savvy:** Basic computer skills and proficiency in relevant software are essential.
- **Team player:** You thrive in a collaborative environment and enjoy working with diverse colleagues.

## Tags:

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**Important Links** [apply\_now]

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