



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

Zomato Hiring Jobs – Jobs in Hyderabad – Back Office Executive

Job Location

Attapur, 500048, Hyderabad, Telangana, India

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Base Salary

USD. 11 - 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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Hiring organization

Zomato

Date posted

January 27, 2024

Valid through

31.08.2024

APPLY NOW



Zomato Jobs Near Me

Skills:

- **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.

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