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Swiggy Latest Job – Jobs Near Me – Back Office Freshers Jobs

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 13 - USD 19

Qualifications

12th Passed/Graduate

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Employment Type

Full-time, Work From Home

Description

Swiggy Recruitment 2024

Swiggy is India's leading on-demand delivery platform, revolutionizing the way people get their food. We connect millions of consumers with a vast network of restaurants, enabling a seamless food ordering and delivery experience.

Why Join Us – Back Office

The Back Office team at Swiggy is the backbone of our operations. You'll play a vital role in ensuring smooth and efficient functioning by handling critical tasks that support our day-to-day activities. This role offers the opportunity to contribute to the growth of a dynamic company while developing valuable skills in a fast-paced environment.

Swiggy Jobs Near Me

We're looking for talented individuals to join our Back Office team and work remotely from anywhere in India.

Job Summary

In this role, you'll be responsible for a variety of back-office tasks that contribute to the smooth running of Swiggy's operations. You'll work closely with different teams to ensure accuracy, efficiency, and timely completion of assigned tasks.

Hiring organization

Swiggy

Date posted

March 22, 2024

Valid through

31.08.2024

APPLY NOW

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Key Responsibilities

- **Data entry and management:** You'll be responsible for accurate data entry and management of various systems used in our operations.
- **Order processing and support:** You'll assist with processing customer orders, ensuring accuracy and timely fulfillment.
- **Customer support:** You'll provide basic customer support by responding to inquiries and resolving issues promptly.
- **Reconciliation and reporting:** You'll be responsible for reconciling data and generating reports as needed.
- **Maintaining documentation:** You'll ensure proper documentation of back-office processes and procedures.
- **Adherence to company policies and procedures:** You'll be expected to work diligently and adhere to all company policies and procedures.
- **Communication and collaboration:** You'll work effectively with colleagues across different teams to achieve common goals.

Required Skills and Qualifications

- Excellent written and verbal communication skills in English.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and manage time effectively.
- Proficient in using computer applications like MS Office Suite (Word, Excel, PowerPoint).
- Excellent attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Positive attitude, with a willingness to learn and adapt.

Experience

- This role is open to both freshers and experienced candidates with a strong foundation in back-office operations.

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Why Join Swiggy

- **Work from Anywhere:** Enjoy the flexibility of working remotely from the comfort of your home.
- **Growth Opportunities:** Swiggy is a fast-growing company, providing ample opportunities for career development and learning new skills.

- **Positive Work Environment:** We foster a collaborative and supportive work environment where your contributions are valued.
- **Competitive Compensation and Benefits:** We offer a competitive compensation package with attractive benefits to support your well-being.
- **Make a Difference:** Be part of a team that's revolutionizing the food delivery industry and making a positive impact on millions of lives.

Application Process

Interested candidates can apply by submitting their resume online through our careers portal.

Motivate to Join

This is a great opportunity for individuals who are detail-oriented, organized, and passionate about contributing to a fast-paced and dynamic environment. If you're looking for a rewarding career with the chance to learn, grow, and make a real difference, we encourage you to apply!

Overall

We're looking for a highly motivated and detail-oriented individual to join our Back Office team. If you have the skills and are passionate about working in a fast-paced environment, we encourage you to apply!

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Important Links

Find the Link in [Apply Now](#) Button

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