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## Back Office Assistant in Zomato – Job Recruitment – Vacancy Hiring in Zomato

**Hiring organization**  
Zomato

### Job Location

India  
Remote work from: IND

**Date posted**  
January 19, 2024

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**Valid through**  
31.08.2024

**Base Salary**  
USD 12 - USD 21

APPLY NOW

**Qualifications**  
Graduate, 12th

**Employment Type**  
Full-time

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### Description

## Back Office Assistant in Zomato

As a Back Office Assistant at Zomato, you'll play a vital role in ensuring the smooth operation of our back-office functions. You'll be responsible for a variety of tasks, from data entry and document management to assisting with customer inquiries and providing administrative support. You'll be the backbone of our team, ensuring everything runs efficiently and effectively.

### Zomato Careers

#### Responsibilities:

- **Data Entry and Processing:** Accurately and efficiently enter data into various systems, ensuring high levels of data integrity and completeness.
- **Document Management:** Maintain and organize physical and digital documents, ensuring easy retrieval and adherence to company policies.
- **Customer Support:** Assist customers with inquiries regarding orders, deliveries, and account issues, providing prompt and courteous service.
- **Administrative Tasks:** Handle administrative tasks such as scheduling meetings, preparing reports, and maintaining office supplies.
- **Maintaining Workflows:** Follow established workflows and procedures to ensure smooth operation of back-office functions.

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## Skills:

- **Excellent communication and interpersonal skills:** You should be able to communicate effectively both verbally and in writing, and build positive relationships with colleagues and customers.
- **Strong organizational and time management skills:** You should be able to prioritize tasks effectively, meet deadlines, and manage multiple projects simultaneously.
- **Proficiency in Microsoft Office Suite:** You should be proficient in using applications such as Word, Excel, and PowerPoint.
- **Data entry accuracy and attention to detail:** You should be able to enter data accurately and efficiently, with a keen eye for detail.
- **Positive attitude and willingness to learn:** You should be a positive and enthusiastic individual with a willingness to learn new things and adapt to changing priorities.

## Tags:

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