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Office Clerk in Zomato – Job Application – Vacancy Hiring in Zomato

Hiring organization
Zomato

Job Location

India
Remote work from: IND

Date posted
January 22, 2024

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Valid through
31.08.2024

Base Salary

USD 11 - USD 20

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Office Clerk in Zomato

As an Office Clerk at Zomato, you'll be the backbone of our operations, ensuring the smooth flow of information and administrative tasks. You'll play a crucial role in keeping our teams organized, efficient, and focused on delivering the best possible experience for our customers and partners.

Zomato Careers

Responsibilities:

- **Data Entry:** Accurately and efficiently input data into various systems, ensuring its accuracy and completeness.
- **Document Management:** Organize and maintain physical and digital documents, including invoices, receipts, and contracts.
- **Administrative Support:** Assist colleagues with various tasks like scheduling appointments, booking travel, and managing calendars.

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Zomato Jobs Near Me

Skills:

- Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.

- Strong attention to detail and accuracy with data entry and document management.
- Proficient in MS Office Suite (Word, Excel, PowerPoint) and basic computer skills.
- Excellent written and verbal communication skills.
- Ability to prioritize and manage multiple tasks simultaneously.

Tags:

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