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

Hiring organization
Zomato

Job Location
India
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

Date posted
January 24, 2024

Valid through
31.08.2024

APPLY NOW

Base Salary
USD 10 - USD 21

Qualifications
Graduate, 12th

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

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.

(adsbygoogle = window.adsbygoogle || []).push({});

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:

zomato work from home,zomato work from home job,zomato,zomato work from home jobs,zomato chat support jobs work from home,zomato jobs for freshers,work from home jobs for women,v the techee work from home jobs from home

Important Links

Find the Link in Apply Now **Button**

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});