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Swiggy Careers – Freshers Job – Private Job For Data Entry Cum Back Office

Hiring organization
Swiggy

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

Date posted
April 3, 2024

Valid through
31.12.2024

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Base Salary

USD 11 - USD 22

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time

Description

Swiggy Recruitment 2024

Swiggy is India's leading on-demand delivery platform, connecting millions of consumers with a vast network of restaurants and stores. We're revolutionizing the way people get their everyday essentials, and we're looking for talented individuals to join our growing team!

Do you have a keen eye for detail and a knack for organization? Are you passionate about accuracy and efficiency? If so, then our Data Entry and Back Office role might be the perfect fit for you!

In this dynamic role, you'll play a vital part in ensuring the smooth operation of our back-office systems. You'll be responsible for a variety of tasks, including data entry, order processing, customer support, and administrative duties.

This is a remote position, offering you the flexibility to work from anywhere in India.

Why Join Us?

- **Make a Difference:** Be part of a company that's transforming the way people eat, shop, and get their everyday essentials.
- **Growth Opportunities:** We offer a supportive and collaborative work environment where you can learn, grow, and develop your skills.
- **Competitive Compensation & Benefits:** Enjoy a competitive salary and

benefits package, including health insurance, paid time off, and more.

- **Remote Work:** Work from the comfort of your own home and enjoy a flexible work-life balance.

Job Summary

We're seeking a highly organized and detail-oriented individual to join our team as a Data Entry and Back Office Specialist. You'll be responsible for a variety of tasks, including data entry, order processing, customer support, and administrative duties. This is a remote position, offering the flexibility to work from anywhere in India.

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Swiggy Jobs Near Me

We're looking for someone who is passionate about accuracy and efficiency, with a strong work ethic and a positive attitude.

Key Responsibilities:

- **Data Entry:** Enter and maintain accurate data in our internal systems, including customer information, order details, and inventory levels.
- **Order Processing:** Process incoming orders efficiently and accurately, ensuring timely delivery to customers.
- **Customer Support:** Provide excellent customer service by responding to inquiries, resolving issues, and ensuring customer satisfaction.
- **Administrative Duties:** Perform a variety of administrative tasks, such as filing, scheduling appointments, and maintaining records.
- Stay up-to-date on company policies and procedures.
- Collaborate effectively with other team members to ensure smooth operations.

Required Skills and Qualifications:

- Minimum of 1 year of experience in a data entry or back-office role (or a strong desire to learn).
- Excellent data entry skills with a high degree of accuracy.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Strong attention to detail and ability to prioritize tasks.
- Excellent time management skills.

Experience:

This role is open to both freshers and experienced candidates. We're looking for someone with a strong foundation in data entry and back-office principles. If you're a quick learner with a passion for accuracy and organization, we encourage you to apply!

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Why Join Swiggy?

At Swiggy, we're passionate about creating a positive and rewarding work environment for our employees. We offer a competitive salary and benefits package, including:

- Health insurance
- Paid time off
- Learning and development opportunities
- Flexible work arrangements
- A chance to be part of a growing and innovative company

We also foster a collaborative and supportive work environment where you'll have the opportunity to learn, grow, and develop your skills.

Application Process

If you're interested in joining our team, please submit your resume and cover letter online. We look forward to hearing from you!

Motivate to Join

This is a great opportunity to join a fast-paced and growing company that's making a real difference in the world. If you're looking for a challenging and rewarding career, then Swiggy is the place for you!

General Overview

In conclusion, the Data Entry and Back Office Specialist role at Swiggy is a great opportunity for someone who is looking for a challenging and rewarding career. If you have the skills and experience we're looking for, we encourage you to apply!

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