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Swiggy Careers – Work From Home Jobs – Administrative Analyst Posts

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 13, 2024

Valid through
31.12.2024

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Base Salary

USD 12 - USD 23

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

Swiggy Careers

Be a Swiggy Superhero: Join us as a Administrative Analyst!

About Swiggy

Swiggy is all about making life easier! We're a leading on-demand delivery platform in India, connecting people with their favorite restaurants, groceries, and more. We're a passionate bunch who love innovation and finding ways to delight our customers.

The Position: Swiggy Administrative Analyst

Are you a reliable, friendly, and organized person? Do you enjoy helping others and getting things done? Then being a Swiggy Administrative Analyst might be the perfect job for you!

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What you'll be doing (Key Responsibilities):

- Be a customer champion! Assist Swiggy users with their requests and questions. This could involve anything from helping them place orders to tracking deliveries or resolving any issues they might have.

- Become a delivery whiz! You'll be responsible for picking up and dropping off packages within your city. Think of yourself as a friendly neighborhood helper on wheels!
- Stay on top of things! Keep yourself updated on Swiggy services and be a resource for our customers.
- Be a team player! Collaborate with delivery partners and other Swiggy staff to ensure a smooth experience for everyone.

What you've got going for you (Skills and Qualifications):

- **Great communication:** You can clearly explain things and answer questions in a friendly and helpful way.
- **Customer service champion:** You have a passion for helping others and making sure they have a positive experience.
- **Organized and reliable:** You can manage your time effectively, meet deadlines, and pay attention to detail.
- **Tech-savvy:** You're comfortable using smartphones and apps.
- **A go-getter:** You're proactive, can solve problems independently, and enjoy tackling new challenges.
- **Valid Driving License and a two-wheeler (preferred):** This job involves deliveries, so having your own transportation is a plus!

Experience? We welcome everyone!

Whether you're a college graduate looking for your first job, or someone with experience in customer service or deliveries, we encourage you to apply! We value enthusiasm, a positive attitude, and a willingness to learn.

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Why Swiggy? It's more than just a job!

- **Make a difference:** You'll be directly impacting the lives of customers by helping them get what they need, when they need it.
- **Growth opportunities:** Swiggy is a fast-growing company, and there are plenty of chances to learn new skills and advance your career.
- **Flexible work schedule:** We offer flexible hours to fit your lifestyle.
- **Competitive pay and benefits:** You'll receive a fair salary and access to benefits like health insurance (in some locations).
- **Fun and positive work environment:** We're a young and vibrant team that values teamwork and a positive attitude.

Ready to join the Swiggy family? Here's how to apply!

Head over to our careers page and search for “Swiggy Administrative Analyst” positions. The application process is simple and straightforward. We look forward to hearing from you!

So, what are you waiting for? Become a Swiggy Administrative Analyst and be a superhero in your city!

General Overview:

As a Swiggy Administrative Analyst, you'll be the face of Swiggy for our customers. You'll use your excellent communication and problem-solving skills to ensure a smooth and enjoyable experience for everyone. You'll be a valuable part of our team, helping us connect people with the things they need and making their lives easier.

Duties and Responsibilities:

- Assist customers with inquiries and requests related to Swiggy services.
- Pick up and deliver packages within your city.
- Maintain a positive and professional demeanor at all times.
- Collaborate with delivery partners and other Swiggy staff.
- Follow company policies and procedures.

This role is perfect for someone who enjoys helping others, is organized and reliable, and thrives in a fast-paced environment.

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