



<https://jobable.govhelp.in/job/swiggy-latest-job-fast-job-back-office-freshers-jobs/>

## Swiggy Latest Job – Fast Job – Back Office Freshers Jobs

### 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

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### Base Salary

USD 13 - USD 20

### Qualifications

12th Pass, Graduate, Post Graduate

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### Employment Type

Full-time, Work From Home

### Description

## Swiggy Recruitment 2024

Swiggy is India's leading on-demand delivery platform, revolutionizing the way people get their food. We connect millions of consumers with a vast network of restaurants, enabling a seamless food ordering and delivery experience.

### Why Join Us – Back Office

The Back Office team at Swiggy is the backbone of our operations. You'll play a vital role in ensuring smooth and efficient functioning by handling critical tasks that support our day-to-day activities. This role offers the opportunity to contribute to the growth of a dynamic company while developing valuable skills in a fast-paced environment.

### Swiggy Jobs Near Me

We're looking for talented individuals to join our Back Office team and work remotely from anywhere in India.

### Job Summary

In this role, you'll be responsible for a variety of back-office tasks that contribute to the smooth running of Swiggy's operations. You'll work closely with different teams to ensure accuracy, efficiency, and timely completion of assigned tasks.

### Hiring organization

Swiggy

### Date posted

March 21, 2024

### Valid through

31.12.2024

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### Key Responsibilities

- **Data entry and management:** You'll be responsible for accurate data entry and management of various systems used in our operations.
- **Order processing and support:** You'll assist with processing customer orders, ensuring accuracy and timely fulfillment.
- **Customer support:** You'll provide basic customer support by responding to inquiries and resolving issues promptly.
- **Reconciliation and reporting:** You'll be responsible for reconciling data and generating reports as needed.
- **Maintaining documentation:** You'll ensure proper documentation of back-office processes and procedures.
- **Adherence to company policies and procedures:** You'll be expected to work diligently and adhere to all company policies and procedures.
- **Communication and collaboration:** You'll work effectively with colleagues across different teams to achieve common goals.

### Required Skills and Qualifications

- Excellent written and verbal communication skills in English.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and manage time effectively.
- Proficient in using computer applications like MS Office Suite (Word, Excel, PowerPoint).
- Excellent attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Positive attitude, with a willingness to learn and adapt.

### Experience

- This role is open to both freshers and experienced candidates with a strong foundation in back-office operations.

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### Why Join Swiggy

- **Work from Anywhere:** Enjoy the flexibility of working remotely from the comfort of your home.
- **Growth Opportunities:** Swiggy is a fast-growing company, providing ample opportunities for career development and learning new skills.

- **Positive Work Environment:** We foster a collaborative and supportive work environment where your contributions are valued.
- **Competitive Compensation and Benefits:** We offer a competitive compensation package with attractive benefits to support your well-being.
- **Make a Difference:** Be part of a team that's revolutionizing the food delivery industry and making a positive impact on millions of lives.

### Application Process

Interested candidates can apply by submitting their resume online through our careers portal.

### Motivate to Join

This is a great opportunity for individuals who are detail-oriented, organized, and passionate about contributing to a fast-paced and dynamic environment. If you're looking for a rewarding career with the chance to learn, grow, and make a real difference, we encourage you to apply!

### Overall

We're looking for a highly motivated and detail-oriented individual to join our Back Office team. If you have the skills and are passionate about working in a fast-paced environment, we encourage you to apply!

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Important Links

Find the Link in [Apply Now](#) Button

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