

## Zepto Recruitment 2023 – 2+ Years Experience Required – Back Office Admin Post

**Hiring organization**  
Zepto

### Job Location

India  
Remote work possible

**Date posted**  
June 23, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 15,000 - Rs. 30,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

## Zepto Recruitment 2023

**Job Title:** Back Office Admin

**Location:** Mumbai, India

**Reports To:** Head of Operations

### Summary:

The Back Office Admin is responsible for providing administrative support to the operations team at Zepto. This includes tasks such as managing customer inquiries, processing orders, and maintaining records. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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### Zepto Jobs For Freshers

#### Responsibilities:

- Manage customer inquiries, including responding to emails and phone calls
- Process orders, including entering them into the system and ensuring that

they are shipped on time

- Maintain records, including customer information, order history, and inventory levels
- Provide administrative support to the operations team, including scheduling meetings, preparing reports, and handling other administrative tasks

**Skills:**

- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Proficient in Microsoft Office Suite
- Experience with customer service
- Ability to work independently and as part of a team

**Qualifications:**

- Bachelor's degree in business administration or a related field
- 1+ years of experience in a back office or administrative role
- Excellent written and verbal communication skills

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

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