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Zomato Recruitment 2023 – All India Jobs – Back Office Assistant Post

Hiring organization
Zomato

Job Location

India
Remote work from: India

Date posted
April 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 11,000 - Rs. 17,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Zomato Recruitment 2023

Primary responsibilities include handling the day-to-day operations of the back office and providing support to the team.

Zomato Jobs Near Me

Responsibilities:

- General bookkeeping including accounts payable and receivable, invoicing, and data entry
- Coordinating and managing logistics including shipping, receiving, and inventory
- Processing customer orders and requests
- Generating reports and tracking key performance indicators

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Zomato Jobs For Freshers

Requirements:

- -High school diploma or equivalent
- -At least one year of experience in an administrative or support role

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