



<https://jobsareahub.com/jobs/office-clerk-in-zomato-office-clerk-vacancy-hiring-in-zomato/>

## Office Clerk in Zomato – Office Clerk – Vacancy Hiring in Zomato

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 12 - USD 20

### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Office Clerk in Zomato

As an Office Clerk at Zomato, you'll be the backbone of our administrative operations, playing a crucial role in ensuring smooth workflow and efficient data management.

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### Zomato Jobs Near Me

### Responsibilities:

- **Data entry and processing:** Accurately and efficiently inputting information into various systems, ensuring data integrity and completeness.
- **Document management:** Organizing and maintaining essential documents, files, and records in a systematic manner.
- **Communication and coordination:** Liaising with internal teams and external stakeholders to obtain or provide information, resolve queries, and facilitate smooth workflow.
- **Reporting and analysis:** Generating reports based on assigned data, identifying trends and areas for improvement, and presenting them to relevant teams.

### Hiring organization

Zomato

### Date posted

January 18, 2024

### Valid through

31.08.2024

APPLY NOW

- **Customer support:** Assisting customers with basic inquiries and resolving issues within designated parameters.
- **Maintaining office supplies and equipment.**
- **General administrative tasks as assigned.**

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## Zomato Jobs Near Me

### Skills:

- Minimum 12th pass with excellent written and verbal communication skills.
- Strong attention to detail and accuracy in data handling.
- Ability to learn quickly and adapt to new processes and systems.
- Proficiency in computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent organizational and time management skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Positive and proactive attitude with a willingness to learn and grow.

### Tags:

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**Important Links**

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

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