



<https://jobroll.govhelp.in/job/flipkart-careers-work-from-home-jobs-administrator-posts/>

Flipkart Careers – Work From Home Jobs – Administrator Posts

Hiring organization
Flipkart

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 22

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

Flipkart Careers

Flipkart: Be the Engine Behind the Big E-commerce Buzz! (Administrator)

About Flipkart

Flipkart's name has become synonymous with online shopping in India. As one of the leading e-commerce giants, we've transformed the way people buy and sell. We're a fast-paced, energetic company with a collaborative and innovative work environment. If you're looking to be part of something exciting and make a real impact, then Flipkart is the place for you!

The Position: Administrative Rockstar

We're looking for an amazing Administrator to join our team and play a vital role in keeping our operations running smoothly. You'll be the go-to person for a variety of administrative tasks, ensuring everything runs efficiently behind the scenes.

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What You'll Do:

- Be our organizational whiz! You'll manage calendars, schedules, and travel arrangements, making sure everyone is on the same page and gets where

they need to be on time.

- Master the art of communication! You'll draft and handle correspondence, answer phones and emails professionally, and provide excellent customer service to both internal and external clients.
- Become a data magician! You'll maintain databases, filing systems, and other records, keeping everything organized and easy to find.
- Be a problem-solving pro! You'll tackle administrative challenges head-on, finding creative solutions to keep things moving smoothly.
- Lend a helping hand! You'll provide support to various departments, ensuring everyone has the resources they need to succeed.

Qualities We Admire:

- You're a master organizer! You love keeping things tidy, both physically and digitally.
- You're a communication champion! You can clearly and concisely convey information both in writing and verbally.
- You're a tech wiz! You're comfortable using various computer programs and applications.
- You're a team player! You enjoy collaborating with others and fostering a positive work environment.
- You're a problem-solver! You can think on your feet and find solutions to unexpected challenges.

This Opportunity is Perfect For:

This role is a great fit for both freshers and experienced candidates. We value enthusiasm, a willingness to learn, and a positive attitude!

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Why Flipkart? Buckle Up for an Amazing Ride!

At Flipkart, you'll be surrounded by some of the brightest minds in the industry. You'll have the opportunity to learn and grow in a fast-paced environment, working on cutting-edge projects that make a real difference.

Here's a glimpse of what you can expect:

- **Competitive salary and benefits package:** We offer an attractive compensation package to reward and retain our top talent.
- **Learning and development opportunities:** We invest in our employees' growth by providing training programs and mentorship opportunities.

- **Fun and collaborative work environment:** We believe in a work-life balance and foster a culture of teamwork and camaraderie.
- **Make a real impact:** You'll be part of a company that's shaping the future of e-commerce in India.

Ready to Join the Flipkart Family?

The application process is simple! Submit your resume and a cover letter highlighting your skills and experience. We look forward to hearing from you!

Here's what motivates us:

We're passionate about what we do, and we're always looking for ways to innovate and improve. We believe in our employees and empower them to make a difference. If you're looking for a challenging and rewarding career, then Flipkart is the place for you!

General Overview:

As an Administrator at Flipkart, you'll play a key role in supporting our day-to-day operations. You'll be responsible for a variety of administrative tasks, ensuring everything runs smoothly and efficiently. This role is a great fit for individuals who are organized, detail-oriented, and have excellent communication skills.

Ready to be our next Flipkart rockstar? Apply today!

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Important Links

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