



<https://jobroll.govhelp.in/job/flipkart-recruitment-2023-all-india-job-administrative-analyst-post-2/>

Flipkart Recruitment 2023 - All India Job - Administrative Analyst Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
August 21, 2023

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Valid through
31.12.2023

Base Salary

USD 26,000 - USD 28,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Administrative Analyst is responsible for providing administrative support to the Operations team. This includes tasks such as managing calendars and schedules, preparing reports, and coordinating travel arrangements. The ideal candidate will have strong organizational and time management skills, as well as excellent communication and interpersonal skills.

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Flipkart Careers

Responsibilities:

- Manage calendars and schedules for the Operations team
- Prepare reports and presentations
- Coordinate travel arrangements
- Handle administrative tasks such as filing, photocopying, and mailing
- Respond to inquiries from customers and vendors
- Other duties as assigned

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Flipkart Jobs Near Me

Skills and Qualifications:

- Bachelor's degree in business administration, or related field
- 1-2 years of experience in a similar role
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite

Important Links Ability to work independently and as part of a team **Find the Link in [Apply Now](#) Button**

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