



<https://jobroll.govhelp.in/job/flipkart-recruitment-2023-all-india-job-administrative-analyst-post-3/>

Flipkart Recruitment 2023 – All India Job – Administrative Analyst Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
August 23, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

USD 46,000 - USD 54,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Flipkart Recruitment 2023

The Administrative Analyst is responsible for providing administrative support to the Administrative Services Department. This includes a variety of tasks, such as managing calendars and schedules, preparing reports, and handling correspondence. The Administrative Analyst must be highly organized and detail-oriented, with excellent communication and interpersonal skills.

(adsbygoogle = window.adsbygoogle || []).push({});

Flipkart Careers

Responsibilities:

- Manage calendars and schedules for the Administrative Services Department
- Prepare reports and presentations
- Handle correspondence
- Coordinate with other departments to ensure smooth workflow
- Maintain files and records
- Provide administrative support to other employees as needed

(adsbygoogle = window.adsbygoogle || []).push({});

Flipkart Jobs Near Me

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and time management skills
- Strong attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

Qualifications:

- Bachelor's degree in Business Administration or a related field
- 1-2 years of experience in a similar role
- Ability to work in a fast-paced environment

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});