



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

Flipkart Recruitment 2023 – All India Job -Flipkart Recruitment 2023 – All India Job – Administrative Assistant Post Executive Officer Post

Hiring organization
Flipkart

Date posted
August 10, 2023

Valid through
31.12.2023

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Job Location

India
Remote work from: IND

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Base Salary

USD 26,000 - USD 34,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Administrative Assistant provides administrative support to the management team and employees of Flipkart. This includes a variety of tasks such as:

- Answering and directing phone calls
- Managing email and correspondence
- Scheduling appointments and meetings
- Preparing and distributing reports
- Maintaining filing systems and records

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Flipkart Careers

Responsibilities:

- Provide administrative support to the management team and employees of Flipkart
- Answer and direct phone calls
- Manage email and correspondence
- Schedule appointments and meetings
- Prepare and distribute reports
- Maintain filing systems and records
- Provide administrative support for special projects
- Other duties as assigned

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Flipkart Jobs Near Me

Skills:

- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with administrative software such as Salesforce or HubSpot a plus
- Ability to work independently and as part of a team
- Ability to meet deadlines under pressure

Qualifications:

- Bachelor's degree in business administration or a related field
- 1-3 years of experience in an administrative role
- Experience in a fast-paced, high-volume environment
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with administrative software such as Salesforce or HubSpot a plus

Important Links

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

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