



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

Flipkart Recruitment 2023 – All India Job – Back Office Assistant Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
August 7, 2023

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Valid through
31.12.2023

Base Salary

USD 26,000 - USD 34,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to the Operations team. This includes a variety of tasks, such as data entry, filing, customer service, and general office management. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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Flipkart Careers

Responsibilities:

- Enter data into databases and spreadsheets
- File and organize documents
- Answer customer service inquiries
- Coordinate with other departments
- Perform general office tasks

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Flipkart Jobs Near Me

Skills:

- Strong understanding of accounting principles and procedures.
- Excellent analytical and problem-solving skills.

- Proficient in Microsoft Excel and other accounting software.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a similar role
- Excellent communication and interpersonal skills
- Strong organizational and time management skills

Important Links Proficiency in Microsoft Office Suite **Find the Link in [Apply Now](#) Button**

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