



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

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

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
August 8, 2023

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Valid through
31.12.2023

Base Salary

USD 36,000 - USD 44,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

Flipkart is looking for a Back Office Staff to join our team. This is a great opportunity for a motivated and organized individual to learn and grow in a fast-paced and dynamic environment.

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Flipkart Careers

Responsibilities:

- Perform a variety of administrative and clerical tasks, such as data entry, filing, and correspondence.
- Provide customer service support to customers and vendors.
- Assist with inventory management and order fulfillment.
- Coordinate with other departments to ensure smooth operations.
- Maintain accurate records and reports.

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Flipkart Jobs Near Me

Skills

- Strong organizational and time management skills.
- Excellent written and verbal communication skills.

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.

Qualifications

- Bachelor's degree in business administration or a related field.
- 1-2 years of experience in a back office or administrative role.
- Strong analytical and problem-solving skills.

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

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