



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

## Flipkart Recruitment 2023 – All India Job – Coordinator Post

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
August 29, 2023

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

**Valid through**  
31.12.2023

### Base Salary

USD 26,000 - USD 28,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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

### Description

## Flipkart Recruitment 2023

The Coordinator is responsible for providing administrative and operational support to the Operations team. This includes tasks such as scheduling meetings, managing calendars, coordinating travel arrangements, and preparing presentations. The Coordinator will also be responsible for tracking and reporting on key metrics, as well as providing customer support.

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

### Flipkart Careers

#### Responsibilities:

- Provide administrative support to the Operations team, including scheduling meetings, managing calendars, coordinating travel arrangements, and preparing presentations.
- Track and report on key metrics for the Operations team.
- Provide customer support to internal and external customers.
- Other duties as assigned.

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

### Flipkart Jobs Near Me

#### Skills and Qualifications:

- Bachelor's degree in Business Administration or a related field.
- 1+ year of experience in a customer service or administrative role.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.

**Important Links** Proficiency in Microsoft Office Suite

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

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

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