



<https://jobroll.govhelp.in/job/flipkart-recruitment-2023-all-india-job-executive-officer-posts/>

Flipkart Recruitment 2023 - All India Job - Executive Officer Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
August 3, 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

The Executive Officer is a key member of the Flipkart team, responsible for providing administrative and operational support to the business. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and interpersonal skills.

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Flipkart Careers

Responsibilities:

- Provide administrative support to the Executive team, including scheduling meetings, managing calendars, and preparing presentations
- Handle customer inquiries and complaints in a professional and timely manner
- Coordinate with other departments to ensure smooth operations
- Maintain records and files in a confidential and organized manner
- Other duties as assigned

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Flipkart Jobs Near Me

Skills and Qualifications

- Bachelor's degree in business administration or a related field
- 2+ years 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

Proficiency in Microsoft Office Suite

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