



<https://jobroll.govhelp.in/job/flipkart-recruitment-2023-freshers-job-administrative-analyst-post/>

## Flipkart Recruitment 2023 – Freshers Job – Administrative Analyst Post

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
August 26, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 26,000 - USD 34,000

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### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Flipkart Recruitment 2023

The Administrative Analyst is responsible for providing administrative support to the Administrative Services Department. This includes a variety of tasks, such as managing calendars and schedules, preparing reports, and handling correspondence. The Administrative Analyst must be highly organized and detail-oriented, with excellent communication and interpersonal skills.

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### Flipkart Careers

#### Responsibilities:

- Manage calendars and schedules for the Administrative Services Department
- Prepare reports and presentations
- Handle correspondence
- Coordinate with other departments to ensure smooth workflow
- Maintain files and records
- Provide administrative support to other employees as needed

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### Flipkart Jobs Near Me

#### Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and time management skills
- Strong attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

**Qualifications:**

- Bachelor's degree in Business Administration or a related field
- 1-2 years of experience in a similar role
- Ability to work in a fast-paced environment

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

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