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Flipkart Recruitment 2023 – Jobs For Freshers – Office Clerk Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
September 2, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 22,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Office Clerk is responsible for providing administrative support to the office. This includes tasks such as filing, data entry, answering phones, and managing the office calendar. The ideal candidate will be organized, detail-oriented, and have excellent customer service skills.

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Flipkart Careers

Responsibilities:

- Answer phones and direct calls to the appropriate person
- Greet and direct visitors to the appropriate person or office
- File and maintain office records
- Enter data into computer systems
- Prepare and distribute reports and correspondence
- Order office supplies
- Manage the office calendar
- Other administrative duties as assigned

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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, Outlook)
- Ability to work independently and as part of a team
- Attention to detail
- Customer service oriented

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a similar role
- Excellent typing and data entry skills
- Ability to work flexible hours, including evenings and weekends

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

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