

## Meesho Recruitment 2023 – All India Jobs – Data Entry Cum Back Office Post

**Hiring organization**  
Meesho

### Job Location

India  
Remote work from: India

**Date posted**  
August 8, 2023

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**Valid through**  
17.01.2024

### Base Salary

USD 13,000 - USD 18,000

APPLY NOW

### Qualifications

12th Passed

### Employment Type

Full-time

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### Description

## Meesho 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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### Meesho 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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### Meesho 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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