



<https://jobfever.govhelp.in/job/flipkart-careers-2023-2-years-experience-required-clerk-posts/>

Flipkart Recruitment 2023 – 2+ Years Experience Required – Clerk Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
May 10, 2023

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Valid through
31.12.2023

Base Salary

USD 12,000 - USD 18,000

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Qualifications

12th Pass / Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Flipkart Recruitment 2023

The clerk will support the general operations of the office by performing a variety of administrative and clerical tasks.

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Flipkart Jobs Near Me

Responsibilities:

- Answer phones and greet visitors
- Sort and distribute mail
- Maintain supply of office supplies
- Coordinate meeting arrangements

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Flipkart Careers

Requirements:

- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills

Ability to work independently and take initiative

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