



<https://jobfever.govhelp.in/job/flipkart-careers-2023-all-india-jobs-office-staff-post/>

Flipkart Careers 2023 – All India Jobs – Office Staff Post

Job Location

India
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD 12,000 - USD 18,000

Qualifications

12th Pass / Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Flipkart Recruitment 2023

We are looking for an Office Staff to join our team and provide support to our office operations. The ideal candidate will be a highly motivated and organized individual with excellent communication and interpersonal skills.

(adsbygoogle = window.adsbygoogle || []).push({});

Flipkart Jobs Near Me

Responsibilities:

- Answer phones and greet visitors
- Prepare and distribute mail and packages
- Order and maintain office supplies
- Manage the filing system
- Coordinate travel arrangements for employees
- Other administrative tasks as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

Flipkart Careers

Requirements:

- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite

Hiring organization

Flipkart

Date posted

September 30, 2023

Valid through

31.12.2023

APPLY NOW

- Ability to work independently and as part of a team
- Attention to detail

Important Links **Problem-solving skills**

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```