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Flipkart Careers 2023 – Flipkart Jobs – Back Office Coordinator Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
August 16, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

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Qualifications

12th Pass / Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Back Office Coordinator is responsible for providing administrative support to Flipkart's operations team. This includes tasks such as processing paperwork, managing databases, and providing customer service. The Back Office Coordinator must be able to work independently and as part of a team, and have excellent attention to detail.

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Flipkart Jobs Near Me

Responsibilities:

- Process paperwork, such as customer orders and returns
- Manage databases, such as customer records and inventory levels
- Provide customer service, such as answering questions and resolving issues
- Other administrative tasks as assigned

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Flipkart Careers

Requirements:

- Excellent attention to detail

- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Customer service skills

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