



<https://jobfever.govhelp.in/job/flipkart-careers-2023-free-job-alert-back-office-staff-job/>

Flipkart Careers 2023 – Free Job Alert – Back Office Staff Job

Hiring organization
Flipkart

Job Location

India
Remote work from: Brazil

Date posted
May 27, 2023

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Valid through
31.12.2023

Base Salary

USD 12,000 - USD 18,000

APPLY NOW

Qualifications

12th Pass / Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

As a Back Office Staff member at Flipkart, you will be an essential part of the operational team, supporting various administrative tasks and ensuring smooth backend processes. Your role will involve handling data entry, coordinating with internal teams, and contributing to the overall efficiency of the organization.

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Flipkart Jobs Near Me

Responsibilities:

- Perform accurate data entry tasks, including order processing, inventory management, and customer information updates.
- Maintain and organize physical and electronic files, ensuring proper documentation and record-keeping.
- Assist in managing product orders, tracking shipments, and coordinating with logistics partners to ensure timely delivery.
- Support inventory management activities, including stock reconciliation, tracking, and reporting.
- Assist in coordinating with different departments within the organization, ensuring smooth communication and efficient workflow.
- Collaborate with the customer service team to resolve customer inquiries or complaints related to order status, delivery, or product information.

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Flipkart Careers

Requirements:

- Proficient in using computer systems and applications, including MS Office Suite (Word, Excel, PowerPoint) and data entry software.
- Attention to detail and strong organizational skills, with the ability to multitask and prioritize tasks effectively.
- Excellent communication and interpersonal skills, with the ability to collaborate with colleagues at all levels.

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

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