



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

Flipkart Careers 2023 – Job Alerts – Office Staff Job

Job Location

India
Remote work from: IND

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Base Salary

USD 12,000 - USD 18,000

Qualifications

12th Pass / Graduate

Employment Type

Full-time

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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.

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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

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Flipkart Careers

Requirements:

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

Hiring organization

Flipkart

Date posted

September 13, 2023

Valid through

31.12.2023

APPLY NOW

- Attention to detail

Important Links

Problem-solving skills

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

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