



<https://jobfever.govhelp.in/job/flipkart-careers-2023-job-near-me-data-entry-cum-back-office-job/>

## Flipkart Careers 2023 – Job Near Me – Data Entry Cum Back Office Job

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
September 19, 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

The Data Entry Cum Back Office Executive is responsible for entering and maintaining data into Flipkart's computer systems, as well as providing administrative support to the back office team. This includes tasks such as entering customer orders, processing payments, and managing inventory. The ideal candidate will be accurate, detail-oriented, and have strong typing skills.

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#### Flipkart Jobs Near Me

#### Responsibilities:

- Enter customer orders into the system
- Process payments
- Manage inventory levels
- Prepare reports and presentations
- Other administrative tasks as assigned

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#### Flipkart Careers

#### Requirements:

- Strong typing skills

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

**Important Links** Experience with inventory management software is a plus **Find the Link in [Apply Now](#) Button**

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